User System Assignment (Assets User)

Creating Reports on User Assets and Systems

TITLE	User System Assignment (Assets User)
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1. Introduction

In Docusnap, you have the ability to assign inventoried systems and assets to a user. In order to get an overview of which assets are assigned to a user, two reports can be used in Docusnap.

For this purpose, inventoried systems (e.g. Windows notebook) as well as other assets (e.g. mobile phone) can be assigned to users. This data is used by the reports described here to create an asset listing for one or more users.

When selecting the user, you have the option of accessing the users inventoried via the Active Directory. But also free texts can be deposited

.

2. Store assigned user of a workstation

In the editor area of a system, additional system-relevant information can be entered. Besides information about, location or inventory number, a user can also be assigned to a system - the assigned user.

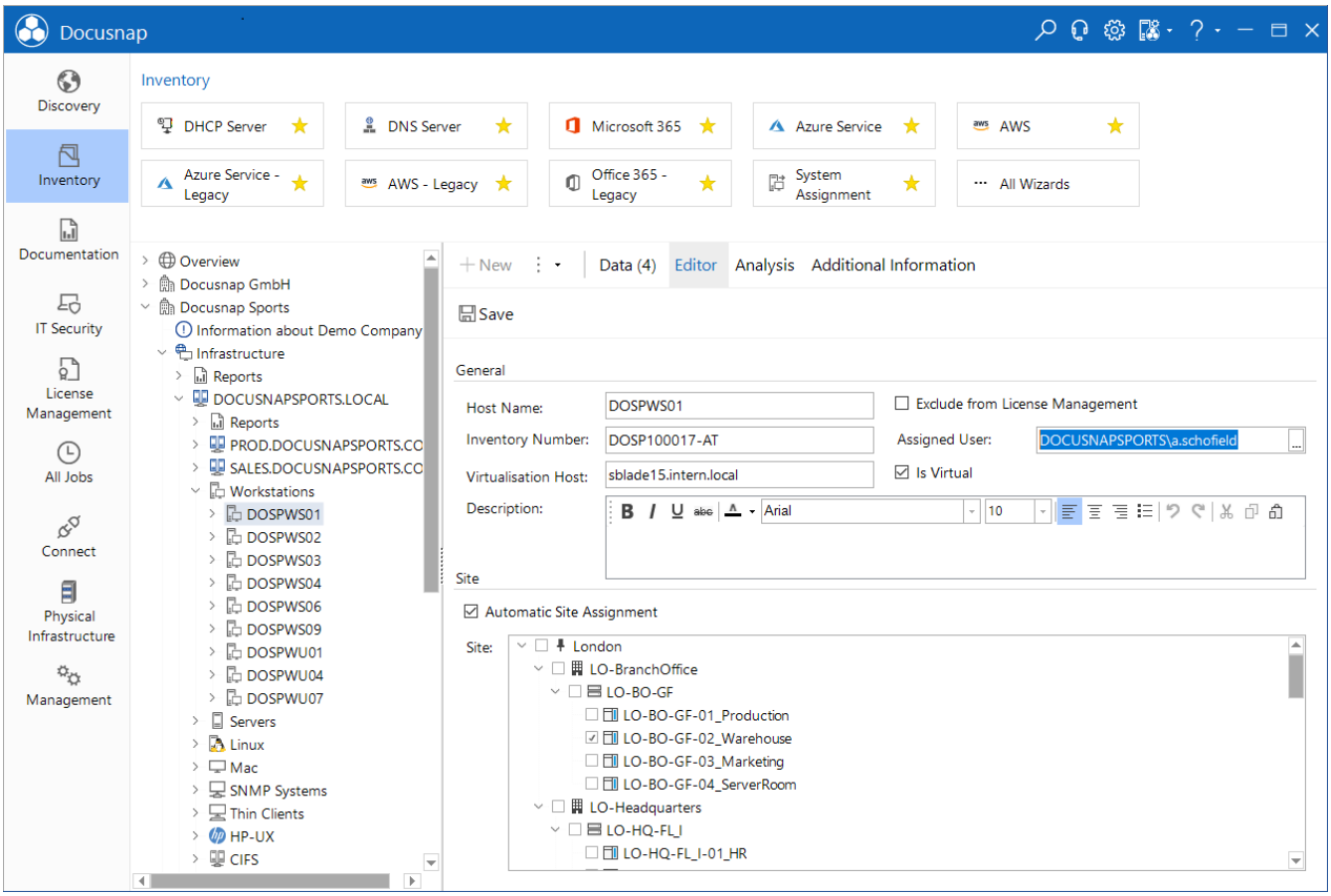

Fig. 1 – Edit the assigned Users

3. Extend IT assets with user information

Within the other assets you can also provide this field. The field type is called User Group Selection and can be added to all existing classes as well as to newly created classes. For creating and managing your own other assets classes you can find a separate HowTo in the Knowledge Base: Other Assets.

Switch to the

- Docusnap Administration - IT Assets - Manage IT Assets

and select for example the existing class of

- IT Systems - Mobile Phones - Apple.

Add here a new property of type User and Group Selection and name this as User / User.

Now you can create new iPhones or add a user to existing iPhones.

4. Creating the User System Assignment Report

At

- Infrastructure - Reports - Infrastructures

you can find the reports

- Assets User and Assets User - Excel.

The actual report is preceded by a dialog in which one or more users can be selected for output.

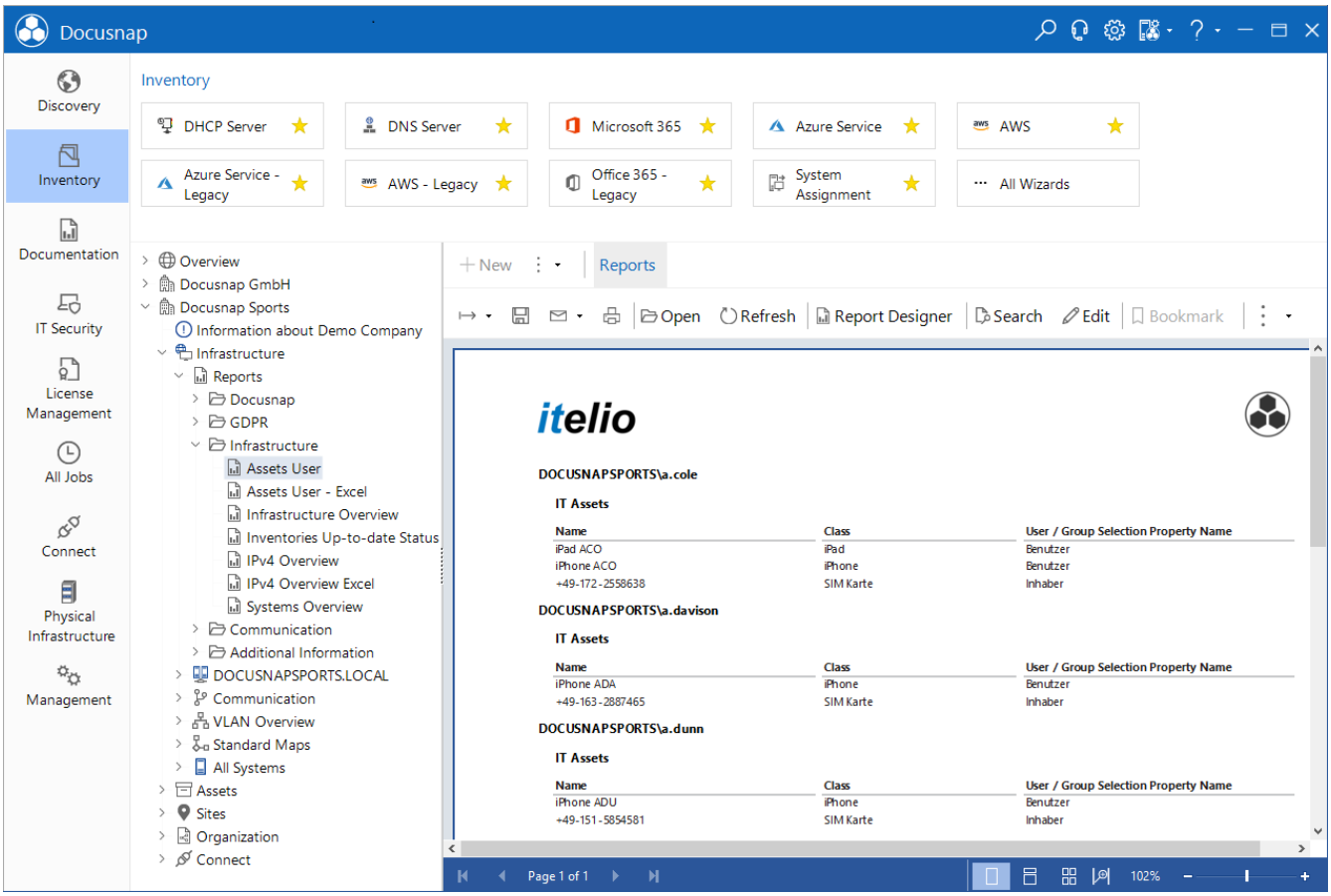

Fig. 2 – Creating the report

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VERSION HISTORY

Date	Description
December 06, 2017	Initial version
October 24, 2018	Screenshots adapted
April 27, 2020	Version 2.0 - Revision of the HowTo for Docusnap 11
December 16, 2022	Version 3.0 – Revision of the HowTo for Docusnap 12
November 13, 2023	Version 4.0 – Revision of the HowTo for Docusnap 13

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