

ManageEngine AssetExplorer



TRAINING AGENDA

ManageEngine AssetExplorer Training

Course Objectives

At the end of the course, you will be able to

- ✦ Set up Asset management
- ✦ Define Software Management
- ✦ Discover and manage assets
- ✦ Enable Software Licensing Routines
- ✦ Manage Software and Hardware inventory
- ✦ Handle Purchase and Contract management

Who Should Attend

- ✦ IT Asset Managers who manage
- ✦ IT Help Desk Managers looking forward to optimize and streamline IT Support Operations
- ✦ IT Help Desk Administrators responsible for managing service levels by efficiently managing requests and IT Support Staff
- ✦ IT Support Staff

Course Agenda

Introduction to AssetExplorer

- ✦ AssetExplorer Overview
- ✦ Benefits of a AssetExplorer
- ✦ Import Users
- ✦ Define Support Staff Roles
- ✦ Creating Technicians

Implementing AssetExplorer in your Organization

- ✦ Organizational details
- ✦ Define Regions, Sites, Departments
- ✦ Settings for Discovery
 - o Agent / Type of Scan / Workstations
- ✦ Asset Types – Categories
- ✦ Software Types - Categories
- ✦ Any other Additional info
- ✦ Customizing the Workstation
- ✦ Defining resource states
- ✦ Creating a Vendor Database

Asset Discovery

- ✦ IT Asset information
- ✦ Automate with different types of Scan
- ✦ Scan summary using dashboard
- ✦ Groups
- ✦ Configure Notifications
- ✦ Asset Life Cycle-Tracking

Asset Management

- ✦ Asset and Software Classification
- ✦ Asset Status Definition
- ✦ Asset Change Analysis
- ✦ Assigning to Workstations
- ✦ Tracking Asset Lease Details

Software Management

- ✦ Automate Software License Management
- ✦ Classify Software License Types
- ✦ Software Metering

CMDB

- ✦ Discover Assets
- ✦ Detailed Asset Inventory
- ✦ Software Library
- ✦ Asset Relationships

Hardware and Software Inventory

- ✦ Windows Domain Scan
- ✦ Network Scan
- ✦ Schedule Periodic Audits
- ✦ Software License Compliance
- ✦ Manage hardware inventory

Purchase Management & Contract Management

- ✦ Purchase cycle overview
- ✦ Create POs
- ✦ Submit for Approval
- ✦ Accept / Reject PO
- ✦ Approved POs to vendors.
- ✦ Receive or Partially receive Items
- ✦ Contracts Management
- ✦ Track & Manage Contracts from multiple vendors

Reports

- ✚ Report Dashboards, Graphs, and Workstations
- ✚ Server and Software based Reports
- ✚ Category based Reports
- ✚ Purchase and Contracts Reports
- ✚ Audit Reports

Periodic Backups

- ✚ Configure and schedule Backups

Appendix

- ✚ Mistakes that can be averted
- ✚ Tips to Troubleshoot
- ✚ Useful Links



About ZOHO Corporation

ZOHO Corporation provides affordable software for management and provisioning of complex networks, systems and IT applications. With a broad product portfolio and an active customer base ranging from enterprises, equipment vendors and service providers, ZOHO Corp. has emerged as a very affordable and high-quality alternative to expensive software that is common in this industry. ZOHO Corp. is headquartered in Pleasanton, CA with offices in NJ, NH, India, UK, China and Japan. It has a well-trained partner base around the globe and thousands of customers world-wide.

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