

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
 - 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.

Visit us at www.zohocorp.com

ZOHO Corporation

4900 Hopyard Rd., Suite 310

Pleasanton, CA 94588, USA

Phone: +1-925-924-9500

Fax: +1-925-924-9600

eFax +1-925-369-0436

Email: sales@manageengine.com