

## 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
- ✦ [assetexplorer-support@manageengine.com](mailto:assetexplorer-support@manageengine.com)
- ✦ Asset Status Definition
- ✦ Asset Change Analysis
- ✦ Assigning to Workstations
- ✦ Tracking Asset Lease Details

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## 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**
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