

EMCO Network Inventory

User Guide



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1 Introduction

EMCO Network Inventory 3.0 perform fast and comprehensive PC hardware inventory and software audits, and is the most affordable and easiest to use tool in this area on the market today. EMCO Network Inventory uses three methods to scan your network for all available machines and domains:

1. Scan your network for all available machines and domains
2. Scan your network using a range of IP addresses
3. Scan your network using a specific domain name

EMCO Network Inventory has the following features:

- Detailed information from each machine, both hardware and software (page 19)
- License tracking and reporting feature (page 38)
- Automatically fetch new machine information and update current machine information (page 9)
- Export scan data to several formats, including Excel, Access, HTML, PDF, XML, and RTF (page 29)
- Create your own customized search queries (page 37)
- Scan your network machines for password-protected screen savers and auto-logon activity (page 32)
- Scan your network machines for specific files or file extensions (page 33)
- Scan your network machines for specific registry values (page 35)
- Filter any scanned information before you export the data (page 23)

2 How do I get help?

There are a number of different options available in the application to provide help when you need it.

- **Get Live Help** - Opens a browser window which connect you to a Live Help assistant, if they are online. If no-one is online, the window displays an email support form. Click on the **Get Live Help >Get Live Help (If Available)** menu option.
- **Wizards** - There are several wizards available to help you use EMCO Network Inventory. Click on the required menu option from the **Wizards** menu.
- **Tip of the Day** - Opens a window with helpful tips. Click on the **Help >Tip of the Day** menu option.
- **Troubleshooting Tool** - Opens a browser window to the Emco site that has a troubleshooting tool available for download. Click on the **Help >Troubleshooting Tool** menu option.

This manual is designed to help you find the information you require as quickly as possible. If you are unsure how to do something or you have a problem, try the following approaches:

- **Table of contents** - The Table of contents allows you to scan through the topics that are available in a logical order. It is worth taking a few minutes and reading the Contents to familiarize yourself with the help.
- **Index** - The Index lists key words and where they appear in the help. Use the Index when you know the type of thing you are looking for but are unsure where the information might be.

2.1 Tutorials

The following tutorials are available for EMCO Network Inventory from the EMCO website:

- Top Reasons for choosing NI 3.0
- How to Export - Report Audit Data
- How to Filter Audit Data tutorial
- How to Audit Win9x Machines
- AVI tutorials available
- Charting audit data
- Audit Computers from another Domain
- What is the difference between NI 3.0 and RA 2.0
- Computers are marked with a RED icon
- Create a Custom Scan Criteria
- How to License Tracking
- Using Excluded Application Titles
- Useful .bat script to detach running OS
- Individual Export Demos

- How does NI 3.0 discover installed apps
- Comparison table for Network Inventory
- Support that Emco provides with their products
- Network Inventory 3.0 tutorial by UKWares.com
- Informations Gathered By Network Inventory 3.x
- Expand your Audit Results by using Custom Scan
- How to detect Internet Explorer version using Custom Scan
- Always the latest Stub Analyzer program files for Network Inventory 3.0
- Features of Custom Scan in Network Inventory 3.0
- Detailed document for Stub Analyzer in NI 3.0
- Moving Network Inventory 3.0 to another computer
- Exporting Data to Excel or Access
- Get list of all program installed on all machines
- How to perform Charting on Selected Machines
- Individual Exporting Data to HTML File
- Individual Exporting Data to JPG File
- Individual Exporting Data to PDF File
- Individual Exporting Data to RTF File
- Individual Exporting Data to TXT File
- Report to File
- Report to Screen

3 General functions

Certain functionality in EMCO Network Inventory is used in the same manner throughout the application. This section describes each of general functions and explains how to use them.

3.1 Using columns

EMCO Network Inventory displays its scanned data in tabular format. You can sort on these tables using a number of different criteria:

- **(All)** - Displays all items in the column.
- **(Custom...)** - Opens a filter window that allows you to set one or two filters on that column.
- **(Blanks)** - Displays only items that have no value in this column .
- **(NonBlanks)** - Displays all items that have a value in this column .
- ***item name*** - Displays only that particular item. This list is automatically created by the value of each item in the column.

To sort using columns:

1. Click on the  button in the column that you want to customize.
2. Click on the required option.
3. If you clicked on the any option except **(Custom...)**, the data will now be displayed correctly in the table.

If you clicked on **(Custom...)**, click on one of the operators from the top left drop-down list and enter the appropriate value in the right-hand field. You can use ***** as a wildcard.

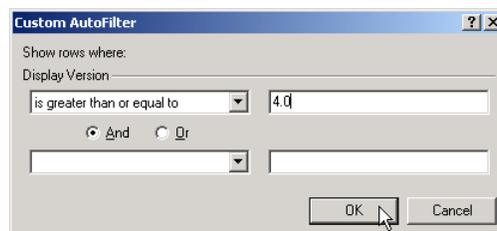


Figure 3.1: Filtering a column

4. Repeat the previous step for the bottom two fields and click on either the **And** or **Or** radio button, if required.
5. Click on the  button. The data will now be displayed correctly in the table.

3.2 Setting options

The main EMCO Network Inventory window and all of the **Tools** menu windows have an **Options** tab.

EMCO Network Inventory Options

- **Include Options** - Allows you to choose what basic information is accumulated in scans. WMI Info refers to the machine serial number, machine vendor name, and physical memory of the machine being scanned.
- **Multi-Row data** - Allows you to choose what data to include in the scan.
- **Custom Logon** - Allows you to use a particular login name and password on all machines. Useful for gaining administrator rights to all machines on the network.
- **Auto Fetch** - Activates the fetch function automatically after a set period. You can set how often the fetch occurs and what provider and domain it accesses. Refer to page 20 for more information about the update function.
- **Auto Update** - Activates the update function automatically after a set period. Refer to page 21 for more information about the update function.

Security Scanning Options

- **Custom Logon** - Allows you to use a particular login name and password on all machines. Useful for gaining administrator rights to all machines on the network.

File Version Options

- **Custom Logon** - Allows you to use a particular login name and password on all machines. Useful for gaining administrator rights to all machines on the network.

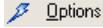
Disk Scanning Options

- **Custom Logon** - Allows you to use a particular login name and password on all machines. Useful for gaining administrator rights to all machines on the network.

Registry Value Lookup Options

- **Custom Logon** - Allows you to use a particular login name and password on all machines. Useful for gaining administrator rights to all machines on the network.

To set options:

1. Click on the  **Options** tab in the required window.
2. Click on the required tick boxes to set your options, as described above. These options will apply the next time you scan the LAN or use any of the tools.

- Include Options			
- Basic Info			
Use WMI for Physical Memory			<input checked="" type="checkbox"/>
Description			<input checked="" type="checkbox"/>
WMI Info			<input checked="" type="checkbox"/>
- Multi-Row data			
Installed Apps			<input checked="" type="checkbox"/>
Shares			<input checked="" type="checkbox"/>
Printers			<input checked="" type="checkbox"/>
Drive Mappings			<input checked="" type="checkbox"/>
Disk Info			<input checked="" type="checkbox"/>
Startup Commands			<input checked="" type="checkbox"/>
Program Files			<input checked="" type="checkbox"/>
Custom Scan			<input type="checkbox"/>
Processors			<input checked="" type="checkbox"/>
- Custom Logon			
Active			<input type="checkbox"/>
User Name			
Password			
- Auto Processing			
- Auto Fetch			
Active			<input type="checkbox"/>
Interval	Frequency	1	minutes
Provider			
Domain			
- Auto Update			
Active			<input checked="" type="checkbox"/>
Interval	Frequency	5	minutes

Figure 3.2: Setting scan options

3.3 Using records

In several areas of EMCO Network Inventory you can add, modify, or delete records to the displayed data set. This allows you to make custom additions and alterations to the scanned data that EMCO Network Inventory provides.

To insert a record:

1. Click on the  button in the required area.
2. Fill in any of the displayed fields. All fields are optional.
3. Click on the  button. The record has now been added to the table.

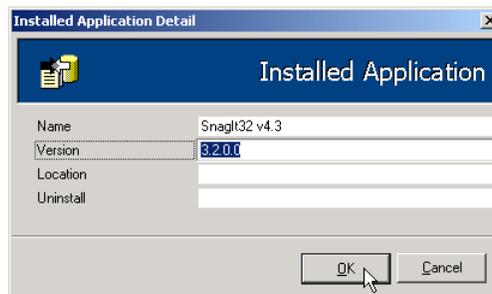
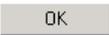


Figure 3.3: Inserting a record

3.3.1 Modifying records

You can modify records in the displayed data set in several areas of EMCO Network Inventory.

To modify a record:

1. Click on the  button in the required area.
2. Alter any of the displayed fields. All fields are optional.
3. Click on the  button. The record has now been modified in the table.

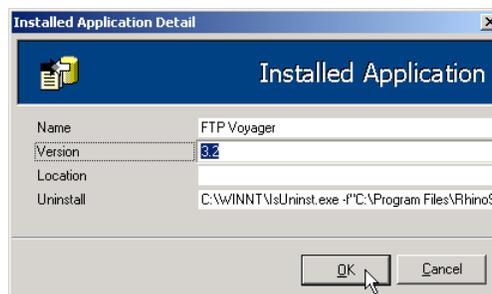


Figure 3.4: Modifying a record

3.3.2 Deleting records

You can delete records in the displayed data set in several areas of EMCO Network Inventory.

To delete a record:

1. Click on the  button in the required area.
2. Click on the  button in the **Delete** dialog box.

3.4 Tool functions

There are a number of different scanning tools that allow you to view different aspects of a LAN. The following tools have the same functionality:

- Tool Functions >Security Scanning
- Tool Functions >File Version Scanning
- Tool Functions >Disk Scanning
- Tool Functions >Registry Value Lookup
- Tool Functions >Registry Scanning

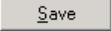
Each of these windows has similar functions for saving, opening, charting, and printing results.

3.4.1 Saving scan tool results

You can save the results of using the EMCO Network Inventory scan tools as a reference file. This allows you to backup scan data, as required.

Note: None of the scans performed from the **Tools** menu influence the main database.

To save scan tool results:

1. Click on the **File >Save Status Displayed** menu option to save the highlighted record or **File >Save Status All** menu option to save all records.
2. Enter the name of the file in the **File name** field in the required location and click on the  button.

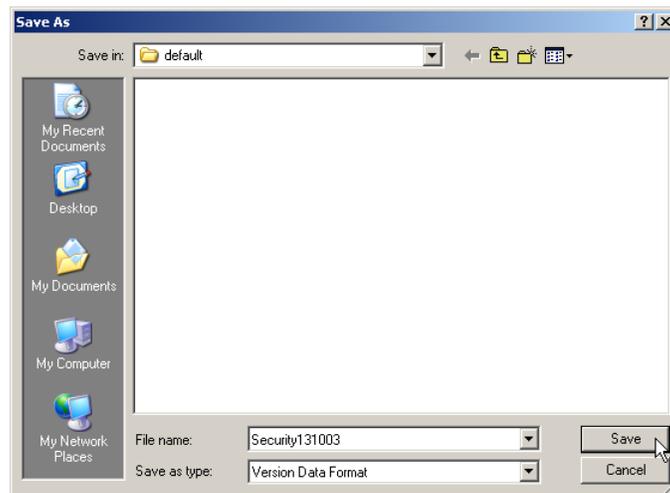


Figure 3.5: Saving scan tool results

3.4.2 Opening scan tool results

You can open data from saved scan tool files at any time.

To open scan tool results:

1. Click on the **File >Open Status File** menu option.
2. Click on the required status file and click on the  button.

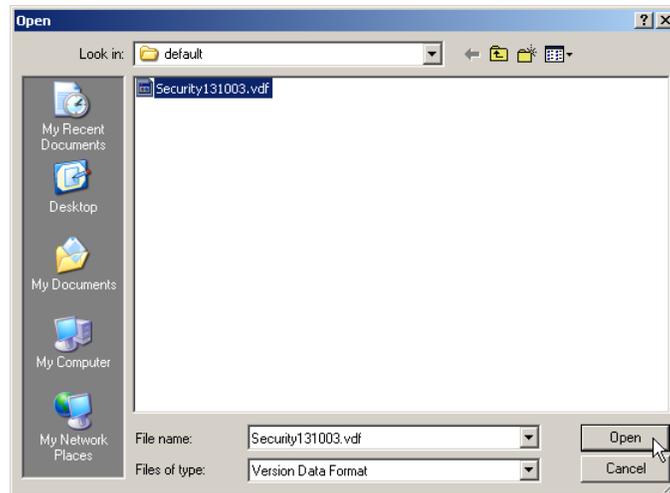
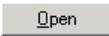


Figure 3.6: Opening scan tool results

3.4.3 Merging scan tool results

You can merge the current results from your scan with another saved file, if required.

To merge scan tool results:

1. Click on the **File >Merge Status File** menu option.
2. Click on the required status file and click on the  button.

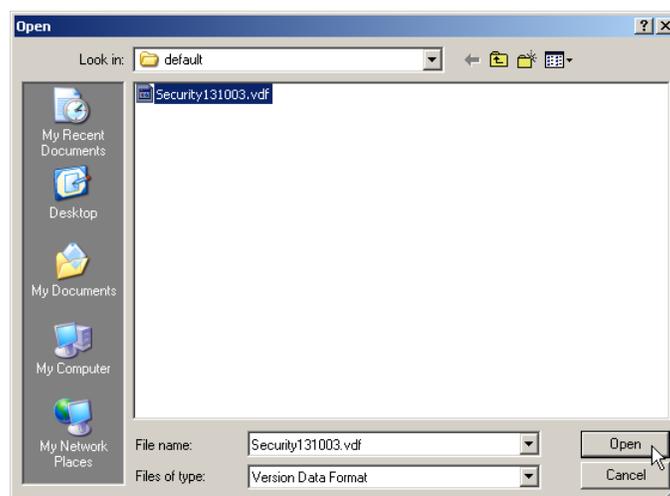


Figure 3.7: Merging scan tool results

3.4.4 Charting scan tool results

You can chart your scan tool results in a wide variety of charts, including pie, bar, and line charts, and print the results, if required.

To chart scan tool results:

1. Click on the **Chart** menu heading.
2. Click on the column that you want to chart and click on the  button.
3. The column you have chosen is displayed in bar chart format by default. Click on the **Chart Type** menu to choose from a wide variety of different charts.

You can print the chart using the **Print** menu. Refer to page 15 if you need to export the chart to a file.

Exporting charts

You can export chart data in the following formats:

- Text
- HTML
- XML
- Excel
- Bitmap

To export charts:

1. Click on the **File >Export Data** menu option if you need to save the chart in a non-graphical format (text, HTML, XML, or Excel). Click on the **File >Save to Bitmap** menu option if you need to save the chart in a graphical format (bitmap).
2. Choose the file type from the **Save as type** drop-down list, if required.
3. Enter the name of the file in the **File name** field in the required location and click on the  button.

3.5 Canceling a scan

You can cancel a scan, either in the EMCO Network Inventory main window or in any of the Tool functions (refer to page 13 for more information).

Note: You have two options when canceling a LAN scan:

- **Terminate - Normal** - Terminates the scan using the standard API thread function.
- **Terminate - Hard** - Terminates the scan using the Win API thread function. This may cause problems.

To cancel a scan:

1. Click on the flashing  button.

If you are canceling a scan in the main EMCO Network Inventory window, click on the required canceling option.



Figure 3.8: Canceling a scan

2. Please wait a few moments while the scan is stopped.

4 Scanning a LAN

The main function of EMCO Network Inventory is to scan a LAN and collect a wide variety of machine-specific data. This process creates a new set of data - all of the old data will be replaced for this database (refer to page 25 for more information about saving and modifying databases). The following scanning options are available:

- **Enumerate LAN** - Deletes all current data and scans the network using the selected options. All locked machines are ignored.
- **Re-Enumerate Selected** - Deletes all current data and scans the selected provider/domain of the network. All locked machines are ignored.
- **Enumerate LAN via IP Name** - Deletes all current data and scans the selected IP addresses on the network. All locked machines are ignored.
- **Enumerate LAN via Domain Name** - Scan a new domain. If an existing domain was entered then that domain's data is deleted before scanning.

Note: If a machine is not available for connection it will be displayed with a red mark.

To scan a LAN:

1. To scan the entire LAN, click on the  button or press F5.
2. To re-scan a provider/domain of the LAN, click on the required node in the LAN tree and click on the **Enumerate LAN >Re-Enumerate Selected** menu option.
3. To scan a part of the LAN based on provider and domain name, click on the **Enumerate LAN >Enumerate LAN via Domain Name** menu option, click on the required values in the **Provider** and **Domain/Workgroup** drop-down list, and click on the  button.
4. To scan a part of the LAN based on a range of IP addresses, click on the **Enumerate LAN >Enumerate LAN via IP Name** menu option, and click on the required values in the **Provider** and **Domain/Workgroup** drop-down list.
5. Enter the range of IP addresses in the **From** and **To** fields.

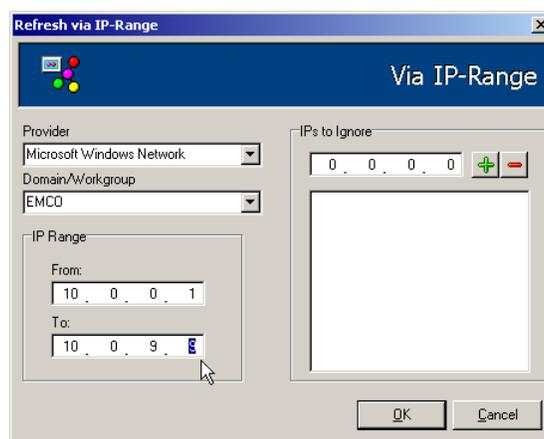
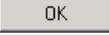


Figure 4.1: Scanning a LAN using IP addresses

6. Add one or more specific IP addresses to ignore using the IPs to Ignore field and the  button, if required.

7. Click on the  button.

4.1 Scanning via the command line

You can scan a network using a batch file using either the **MInfo9x.exe** or **MInfoNT.exe** stub applications included in the EMCO Network Inventory installation.

Windows NT, 2000

Use **MInfoNT.exe** located in the following directory: "%programfiles%\EMCO Network Inventory 3.0\Network Inventory Stubs". Sample batch files, which include documentation on how to use the tool, are available in the same directory.

Windows 9x

Use **MInfo9x.exe** located in the following directory: "%programfiles%\EMCO Network Inventory 3.0\Network Inventory Stubs". Sample batch files, which include documentation on how to use the tool, are available in the same directory.

You can access the data created from the stub applications using either from a share called MInfo\$ share (**Load Audit Data from Network Inventory Stub ; Load from MInfo\$ Share** menu option) or straight from the files that stub creates (**Load Audit Data from Network Inventory Stub >Load From Data File(s) - Stubs Exported to File .mdx** menu option).

4.2 Machine data

The LAN scan that EMCO Network Inventory performs produces a wide variety of machine-specific data. This data is tabulated under various tabs in the main EMCO Network Inventory window. The following tabs are available:

-  **Machines** - Displays all machine names, description, the domain they belong to, and whether the machine is locked or is being automatically scanned for updates.
-  **Installed Apps** - Displays the name, version, install location, and uninstall string for all applications on that machine. This data is collected from the Registry.
-  **Shares** - Displays the name, remark, share type, and path for each share on that machine.
-  **Printers** - Displays the network, name, port, and driver of all mapped printers on that machine, and whether the printer is shared or on a remote server.
-  **Mappings** - Displays the drive letter and the path for all mapped drives on that machine.
-  **Disks** - Displays the name, available space and total space (in gigabytes), serial number, max length, any flags, and the file system being used by hard disks on that machine.
-  **Startup** - Displays the caption, command, and section for all Startup items on that machine.
-  **Program Folders** - Displays all Program Files directories and their names on that machine.
-  **Customer Scan** - Displays the name of any custom scan run on that machine. Refer to page 37 for more information about custom scans.
-  **Processors** - Displays the processing speed, manufacturer, processor, alias, and any remarks about the processor on that machine.

To view machine data:

1. Click on the required machine in the LAN tree.
2. Click on the required tab. Refer to page 8 for more information about sorting the displayed information and page 11 for more information about modifying records, if required.

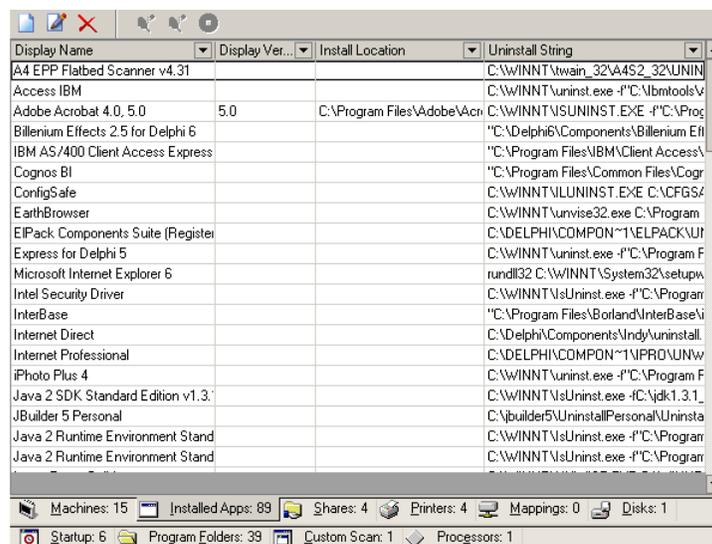


Figure 4.2: Viewing machine data

4.2.1 Updating LAN data

There are several different ways of updating LAN data:

- **Fetch** - Scans the LAN and adds new machines found to the displayed data.
- **Update** - Re-scans machines in the database based on a variety of criteria.
- **Add** - Allows you to add new machines based on the required network provider, domain, and machine name.

Fetching new machines

Fetch allows you to scan the LAN and adds new machines found to the displayed data. There are two different types of fetch that you can use:

- **Fetch New Machines** - Scans only machines that are not yet part of the data for the selected domain.
- **Fetch New Machines via IP Range** - Scans only machines in a certain IP range that are not yet part of the data for the selected domain.

Note: If a machine is not available for connection it will be displayed with a red mark.

To fetch new machines:

1. To scan the LAN and automatically add any new machines to the list, click on the  **Fetch New** button.
2. To scan the LAN via a range of IP addresses, click on the **Fetch New > Fetch New Machines via IP Range** menu option and click on the required values in the **Provider** and **Domain/Workgroup** drop-down list.
3. Enter the range of IP addresses in the **From** and **To** fields.
4. Add one or more specific IP addresses to ignore using the IPs to Ignore field and the  button, if required.
5. Click on the  button.

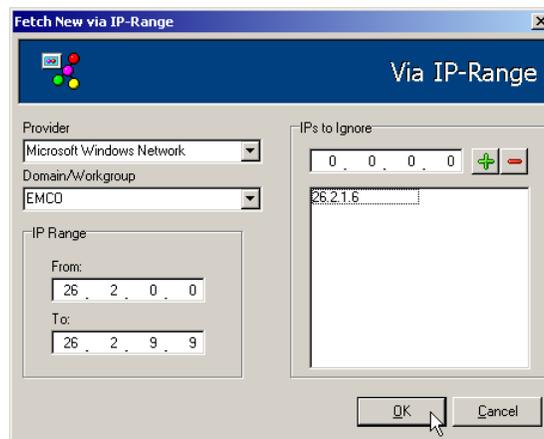


Figure 4.3: Fetching new machines via IP addresses

Updating scan data

Updating allows you to re-scan machines in the database based on a variety of criteria. There are several different update options:

- **Update** - Updates all scanned data for the entire machine tree. The updating process uses the current scanning options. If data exists in fields belonging to options NOT currently selected then this data is retained. Individual machine data can be retained by locking the machine, and individual data fields can be retained by setting them to read only.
- **Update Selected** - Updates all scanned data for the selected machines. All other details are the same as the "Update" option.
- **Update Scan Age >30 days** - Updates all scanned data for machines that have not been updated within the last 30 days. All other details are the same as the "Update" option.
- **Update Custom** - Updates all scanned data for machines that have not been updated within a chosen time period. All other details are the same as the "Update" option.

Note: If a machine is not available for connection it will be displayed with a red mark.

To update scan data:

1. To re-scan all machines in the database, click on the  **Update** button.
2. To re-scan all selected machines in the LAN tree, click on the required machines in the LAN tree (Ctrl+click allows you to select multiple machines) and click on the **Update >Update Selected** menu option.
3. To re-scan all machines in the database that have not been scanned for over 30 or more days, click on the **Update >Update Scan Age >30 days** menu option.
4. To re-scan all machines in the database that have not been scanned since a particular date, click on the **Update >Update Custom** menu option.
5. Click on the drop-down list, use the pop-up calendar to click on the required date, and click on the  **OK** button.



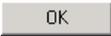
Figure 4.4: Updating scanned data via a custom date

Adding new machines

Adding opens a filter window that allows you to add new machines based on the required network provider, domain, and machine name. You can also import and export the machine name list, as required.

To add new machines:

1. Click on the  button in the LAN tree.
2. Click on the required options from the **Provider** and **Domain/Workgroup** drop-down lists.

3. Click on the  button.
4. Enter the machine name and description in the **Machine** and **Description** fields and click on the  button.
5. Repeat the above steps to add multiple machine names, as required.

You can export this list of machines to a text file by clicking on the  button. Similarly, you can import a list of machine names by clicking on the  button.

Note: You can generate an import file manually or using an external tool, if required. The syntax is: **Machine,Description**, where the first line must be **Machine,Description**.

6. Click on the  button to finish the procedure.

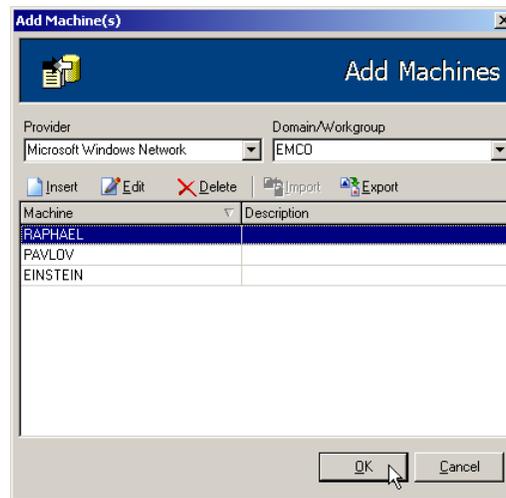


Figure 4.5: Adding new machines

Removing machines

EMCO Network Inventory allows you to remove selected machines from a database. You can also wipe the entire database and start again, if required.

To remove machines from the database:

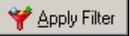
1. To remove a machine from the database, click on the machine name in the LAN tree, click on the  button.
2. Click on the  button in the **Delete** dialog box.
3. Repeat the above steps for as many machines as required.
 - To remove all machines from database, click on the  button in the LAN tree.
4. Click on the  button in the **Delete** dialog box.

4.2.2 Applying filters in the Machines tab

The Machines tab in the EMCO Network Inventory window has a large number of available filters for all types of scanned machine data. You can choose a type of data and the specific item to filter on and the EMCO Network Inventory window will only display those machines that have that particular item. You can only filter by one specific type of data at a time.

-  **Apply Filter** - Applies the indicated filter.
-  **Installed Apps** - Filters on installed applications.
-  **Shares** - Filters on shares.
-  **Printers** - Filters on installed printers.
-  **Mappings** - Filters on mapped drives.
-  **Disks** - Filters on disks.
-  **Startup** - Filters on startup applications.
-  **Program Folders** - Filters on Program Files directories.
-  **Customer Scan button** - Filters on custom scan criteria. Refer to page 37 for more information about custom scans.
-  **Processors** - Filters on machine processors.
-  **Disconnected Machines** - Filters on disconnected machines.

To apply filters in the Machines tab:

1. Click on the required icon in the vertical column on the right side of the Machines tab.
2. Click on the  button in the column that you want to filter on.
3. Click on the required item in the column (refer to page 8 for more information about using columns).
4. Click on the . The LAN tree and all tabs will now only display data for those machines that match the filter.

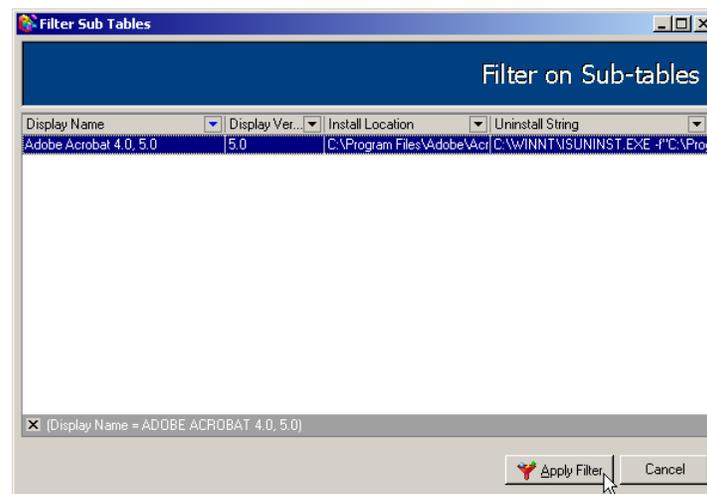


Figure 4.6: Applying an application filter

5. To remove a filter, click on the flashing  button.

4.2.3 Pinging machines

You can ping disconnected machines directly from the EMCO Network Inventory application. You can ping all selected machines or all machines, as required.

To ping one or more machines in the LAN:

1. Click on the  icon in the vertical column on the right side of the Machines tab.
2. Click on the  button to ping all selected machines or the  button to ping all machines.



Figure 4.7: Pinging one machine

You can click on the  button to stop pingging at any time.

To remove the filter, click on the flashing  button.

4.3 Saving LAN data

You can save scanned data to a database if you need to keep the data for further reference. If you do not explicitly save the data to a new database, the data is automatically saved as the "default" database. The path for databases, should you need to transfer databases between machines, is at the following location: **C:\Program Files\EMCO Network Inventory 3.0\Data\MachineData**.

Note: Whenever you scan a LAN you are automatically saving new information to whatever database you are using. This can overwrite information that you may not want to change. Refer to page 27 if you want to archive a database so that you can always create a new database from the archive.

To save LAN data:

1. Click on the **File >Save Database As** menu option.
2. Enter the name of the database in the **Save Database As** window and click on the **OK** button. This will create a folder of the same name in the **C:\Program Files\EMCO Network Inventory 3.0\Data\MachineData** directory.



Figure 4.8: Saving LAN data

4.3.1 Creating a database

You can create a database on EMCO Network Inventory in two ways:

1. Scan a LAN and then save the results to a new file (refer to page 25 for more information).
2. Create a new database, then scan the LAN. This method is described in this topic.

To create a database:

1. Click on the **File >New** menu option.



Figure 4.9: Creating a database

2. Enter the name of the database in the available field and click on the  button.
3. You can now scan the LAN as required (refer to page 25 for more information). The results will automatically be saved.

4.3.2 Opening a database

You can open an existing database at any time. If you are transferring a saved database between machines, you will need to copy the database folder to the following location: **C:\Program Files\EMCO Network Inventory 3.0\Data\MachineData**. You can also use the archive function, refer to page 27 for more information.

To open a database:

1. Click on the **File >Open Database** menu option.
2. Click on the required option from the drop-down list and click on the  button. The database data is now displayed in the LAN tree.

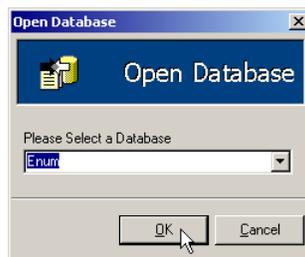


Figure 4.10: Opening a database

4.3.3 Merging databases

You can merge two databases together, if required. There are three available options on what to do when EMCO Network Inventory encounters the data with the same identification:

- **Skip On Collision** - Do not merge that particular record from the selected database into the current database.
- **Merge using TimeStamp** - Merge that particular record but assign it its own time stamp information.
- **Overwrite Existing** - Overwrite the existing record in the current database with the record from the selected database.

You can also merge databases from RemoteAudit 2.0 (an older version of the EMCO Network Inventory application). There are no options available on how to handle RemoteAudit 2.0 data with the same identification.

To merge a database:

1. Click on the **File >Merge >From Database** or **File >Merge >From RemoteAudit 2.0** menu option.

- If you are merging a EMCO Network Inventory database, click on the required database from the drop-down list, click on the required radio button to handle identical data, and click on the  button.

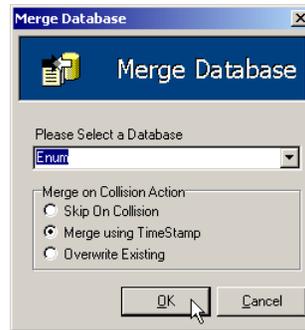


Figure 4.11: Merging databases

If you are merging a RemoteAudit 2.0 database, locate required database and click on the  button.

- The two databases have now been merged and the data is displayed in the LAN tree.

4.3.4 Archiving databases

Archived databases allow you to create new databases, based on the archive data, at any time. There is no danger of changing information in the archive by re-scanning the LAN.

To archive a database:

- Click on the **File > Archiving > Archive Current Database** menu option.
- Enter the name of the file in the **File name** field in the required location and click on the  button.

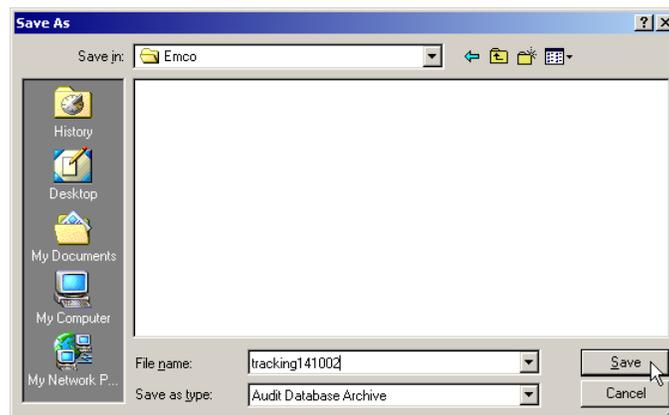


Figure 4.12: Archiving a database

Creating a database from an archive

You can create a new database from an existing archive at any time.

Note: You can not create a new database that has the same name as a current database. If you need to delete a current database and start again, you need to delete the required folder in the following location:
C:\Program Files\EMCO Network Inventory 3.0\Data\MachineData\.

To create a database from an archive:

1. Click on the **File > Archiving > New Database From Archive** menu option.
2. Locate the required archive file (.adax file) and click on the  button.

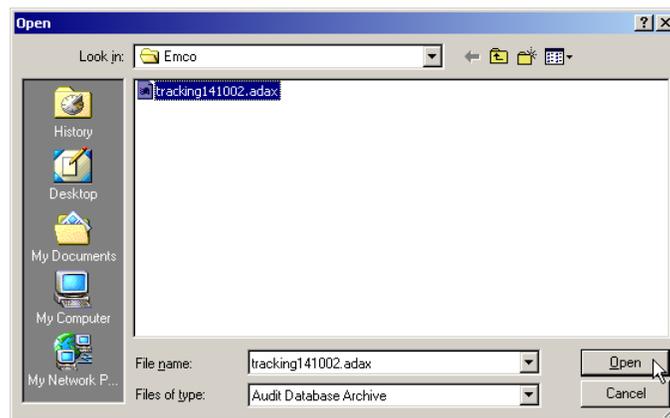


Figure 4.13: Creating a database from an archive

4.4 Reporting

There are several different ways you can generate reports in EMCO Network Inventory. The following functions are available:

- **Reporting to the screen** - Generates a report that is available for immediate printing to hardcopy.
- **Reporting to a file** - Generates a report file in a variety of different formats.
- **Export to Excel** - Generates an Excel report.

4.4.1 Generating an on-screen report

You can generate a report that is available for immediate printing to hardcopy. You can choose what information you want to include in the report. This does not save the report in an electronic format - refer to page 29 if you need to do this.

To generate an on-screen report:

1. Click on the **File >Report All >To Screen** menu option.
2. Untick areas that you do not want to include in the report in the **Field Output Selection** window and click on the button.
3. Use the buttons at the top of the window to view the report onscreen. Click on the  button to print report, if required.

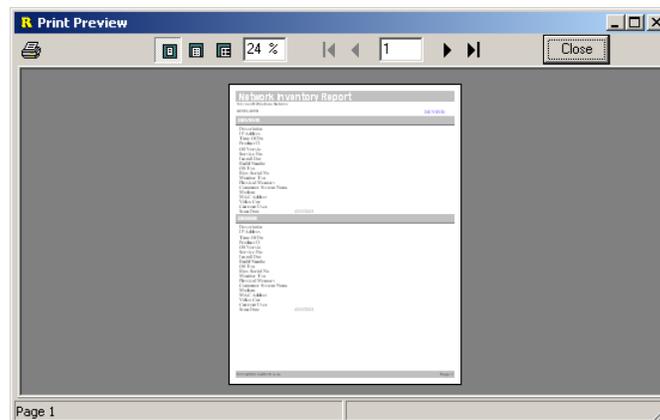


Figure 4.14: Generating an on-screen report

4.4.2 Generating a report file

You can generate a report file in a variety of different formats. The following formats are available:

- **Plain text** - One .txt file.
- **PDF** - One .pdf file.
- **HTML** - Each computer and tab is a separate .html page.
- **RTF** - One .rtf file.

- **JPEG** - Each computer and tab is a separate .jpg file.
- **Access database** - One .mdb file.

You can choose what information you want to include in the report. This does not allow you to print the report immediately - refer to page 29 if you need to do this.

To generate a report file:

1. Click on the **File >Report All >To File** menu option.
2. Untick areas that you do not want to include in the report in the **Field Output Selection** window and click on the button.
3. Choose the file type from the **Save as type** drop-down list, enter the name of the file in the **File name** field in the required location and click on the button.

File generation may take a few moments, depending on the size of the database.

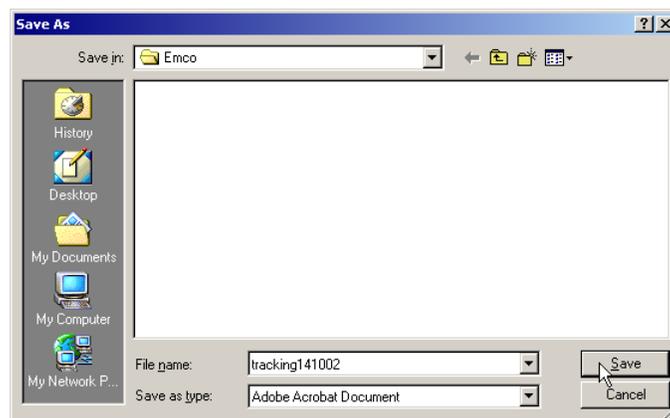


Figure 4.15: Generating a PDF report

4.4.3 Exporting to Excel

You can generate an Excel file of any or all of the scanned LAN data.

To export to Excel:

1. Click on the **File >Export All** menu option.
2. Untick areas that you do not want to include in the report in the **Field Output Selection** window and click on the button.
3. Enter the name of the file in the **File name** field in the required location and click on the button.

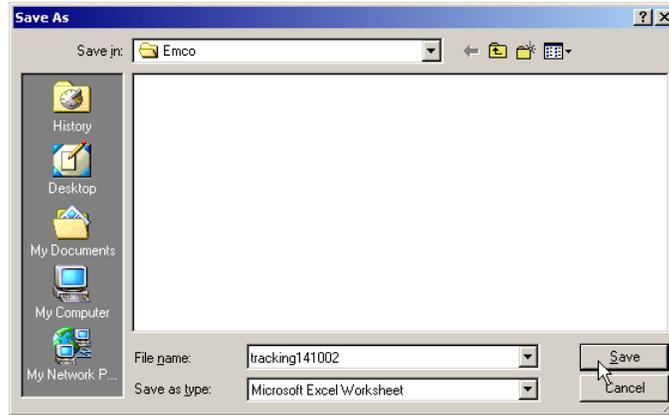


Figure 4.16: Exporting to Excel

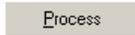
4.5 Scan tools

There are a number of specialized scan tools available that can scan for a wide variety of different information about a LAN. This section describes how to use these tools.

4.5.1 Security scanning

EMCO Network Inventory enables you to scan for a variety of security-based information, including user name, password, any auto-login activity, any password protected screensavers (including the screensaver timeout and filename), domain, and machine name. You can chart or export any piece of information, as required.

To use security scanning:

1. Click on the **Tool Functions >Security Scanning** menu option.
2. Drag and drop the required machines or domains from the LAN tree on the left to the **Processing Queue** tab on the right.
3. Click on the  button.
4. The results are now displayed in the **Status** tab. You can save, chart, or export these results, if required (refer to page 13 for more information).

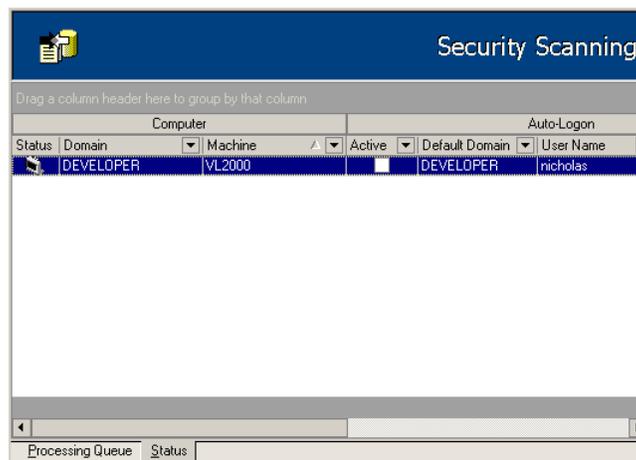


Figure 4.17: Security scan of one machine

4.5.2 File version scanning

EMCO Network Inventory enables you to search for specific applications. The scan data includes version numbers and file size of the found applications. This is useful when you are searching for any known file, such as a specific application or virus file.

To use file version scanning:

1. Click on the **Tool Functions >File Version Scanning** menu option.
2. Drag and drop the required machines or domains from the LAN tree on the left to the **Processing Queue** tab on the right.

3. Click on the  or  button to find the file that you want to search for.

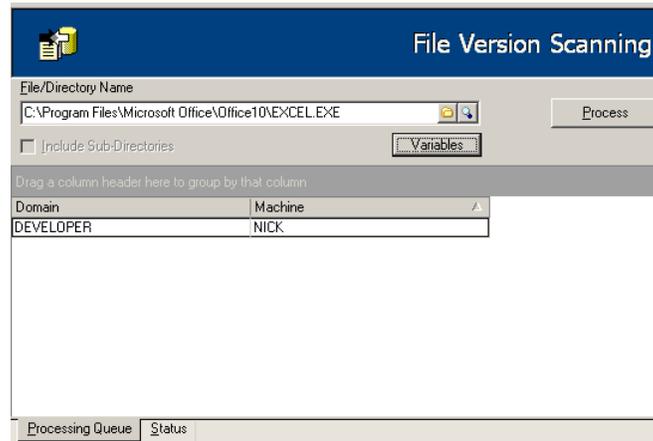
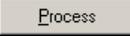


Figure 4.18: Scanning for Acrobat Reader 5

4. Click on the  button.
5. The results are now displayed in the **Status** tab. You can save, chart, or export these results, if required (refer to page 13 for more information).

4.5.3 Disk scanning

Disk scanning enables you to search for particular types of files across entire machines. You can choose what disks to search on in specific machines.

To use disk scanning:

1. Click on the **Tool Functions >Disk Scanning** menu option.
2. Drag and drop the required machines or domains from the LAN tree on the left to the **Processing Queue** tab on the right.
3. Enter the types of files to search for in the **File Mask** field.
4. Double-click on each machine in the **Processing Queue** tab to indicate which drives to scan on that machine. To set drives on all machines at once, right-click on a machine and click on the **Set Drives on all machines** option.

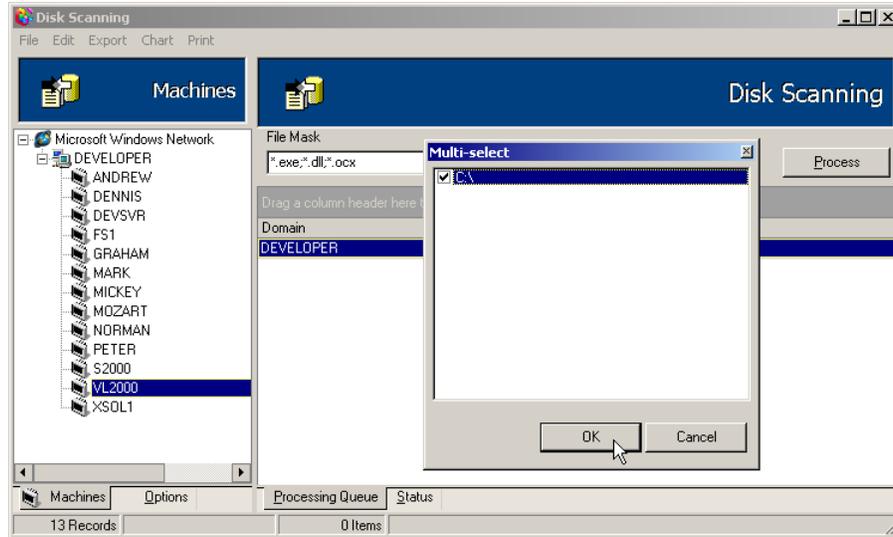


Figure 4.19: Disk scanning one machine

5. Click on the **Process** button.
6. The results are now displayed in the **Status** tab. You can save, chart, or export these results, if required (refer to page 13 for more information).

4.5.4 Registry value lookup

EMCO Network Inventory enables you to search the registry of any LAN machines for a particular key value and have it displayed. If you do not know the exact key value that you are searching for, use the broader Registry Scanning feature for more information (refer to page 35 for more information).

To use registry value scanning:

1. Click on the **Tool Functions >Registry Value Lookup** menu option.
2. Drag and drop the required machines or domains from the LAN tree on the left to the **Processing Queue** tab on the right.
3. Click on the registry root from the **Root** drop-down list.
4. Enter the path for the registry value in the **Path** field and the value of the entry in the **Value** field.

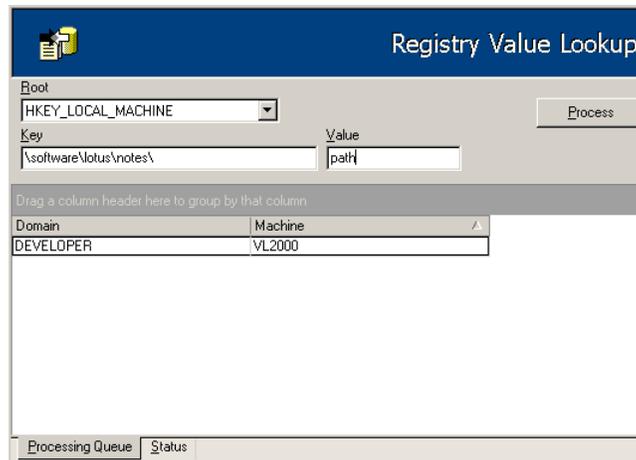


Figure 4.20: Searching for a registry value

- Click on the **Process** button.
- The results are now displayed in the **Status** tab. You can save, chart, or export these results, if required (refer to page 13 for more information).

4.5.5 Registry scanning

EMCO Network Inventory enables you to search the registry of any LAN machine for a key, value, or even data. You can choose which root keys to include, whether it has to be an exact match or not, and whether the search string is a key, a value, or data (or any combination).

If you only need to search for a particular key value, and you know what that value is, the Registry Value Lookup feature is more useful (refer to page 34 for more information).

To use registry scanning:

- Click on the **Tool Functions >Registry Scanning** menu option.
- Drag and drop the required machines or domains from the LAN tree on the left to the **Processing Queue** tab on the right.
- Click on the **Add** button
- Click on the type of keys to search for in the tick boxes in the **RootKeys** area and indicate whether the search is case sensitive or not.
- Indicate what type of data to search for in the **Scope** area and what type of search to perform in the **Match Type** area.
- Enter the key and string to search for in the **Key** and **Search String** fields and click on the **OK** button.

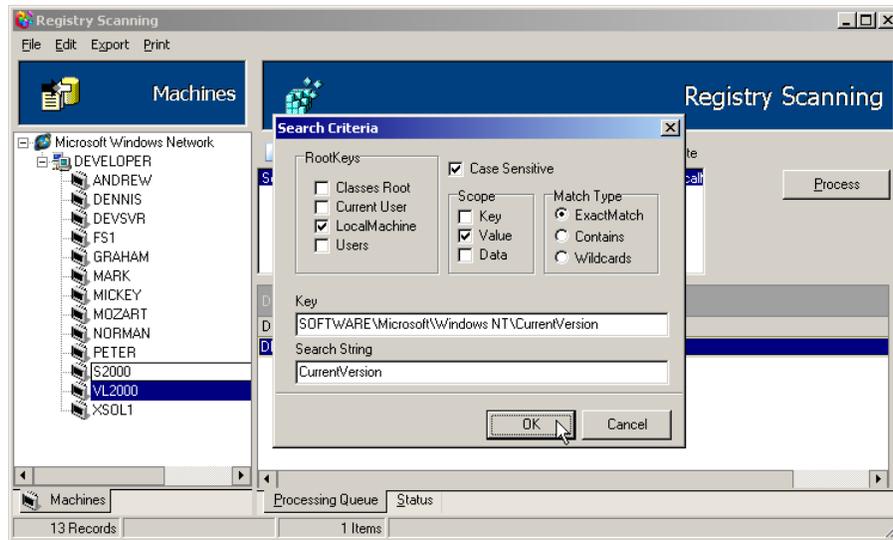
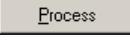


Figure 4.21: Searching for a registry value

7. Click on the  button.
8. The results are now displayed in the **Status** tab. You can save, chart, or export these results, if required (refer to page 13 for more information).

4.5.6 Counting installed applications

You can count the number of each application that is installed on the network. You can view a subset of the data using the columns and generate a chart or a report of the final results.

To count installed applications:

1. Click on the **Tool Functions > Installed Application Count** menu option.
2. Click on the  button to count all scanned applications. Click on the **Include Custom Scan Data** tick box if you want to include applications that were scanned using a custom scan.
3. You can sort the using columns, as required (refer to page 8 for more information).

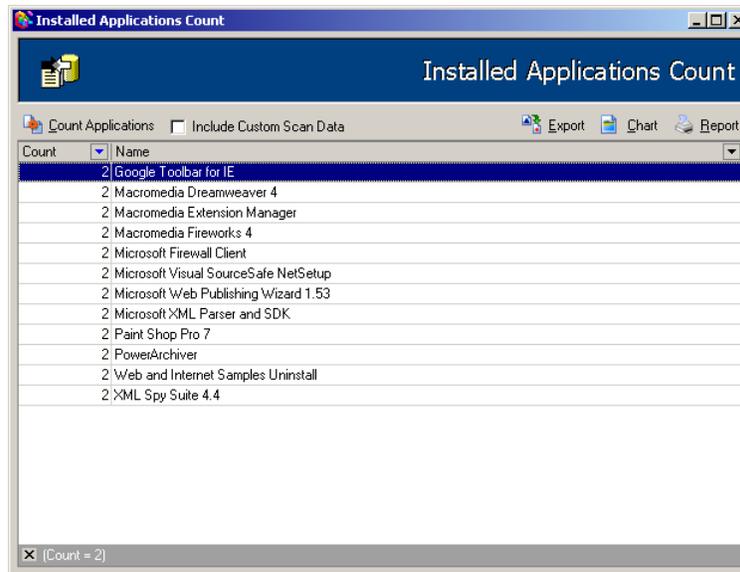


Figure 4.22: Counting installed applications

4. You can export, chart, or generate a report of the counted applications using the , , or  buttons. Refer to page 15 for more information about using the charting function.

4.5.7 Customizing scan criteria

EMCO Network Inventory enables you create custom scans that can search for particular files, registries, or services on LAN machines. This enables you to create scan information on files which are particularly important for your specific LAN.

To customize scan criteria:

1. Click on the **Custom Search Queries > Custom Scan Criteria** menu option.
2. Click on the one of the options in the **Insert** menu.
3. Enter the display name of the scan in the **Display Name** field. For ease of reference make sure that this is a meaningful title.
4. Enter the path to the file name in the **File Name** field.
5. If you need the filename to match existing application version, click on the **Match** tick box and enter the version information in the Version field (the  button will auto-populate this field with existing version information).
6. Repeat the above steps as many times as required.

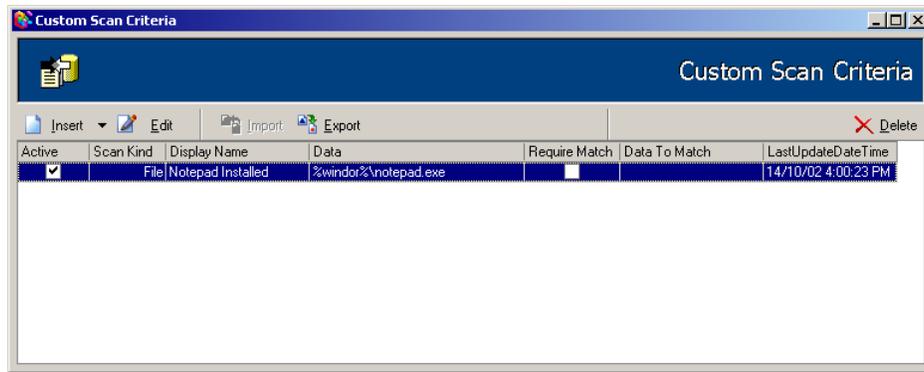


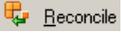
Figure 4.23: Customizing scan criteria

7. You can export or import custom scan files (.csc), if required. To view Customized Scan data obtain from command line scans (refer to page 18 for more information), export a file as Default.csc to the Data subfolder below **C:\Program Files\Emco Network Inventory 3.0**.
8. Make sure the **Custom Scan** option is ticked (check in the Options tab in the main EMCO Network Inventory window - refer to page 9 for more information.). From now on, all scans (including fetch and update functions) will include the entered applications (refer to page 17 for more information about scanning).

4.5.8 Tracking application licenses

EMCO Network Inventory enables you to enter the number of available licenses that you have for one or more applications and produce a report that displays the total number of licenses that are currently installed in the LAN.

To reconcile application licenses:

1. Click on the **License Functions >License Tracking - (Reconcile Licenses)** menu option.
2. Click on the  **Insert** button.
3. Click on the required application from the **Application Title** drop-down list and enter the number of licenses that you have for that application in the **Licenses** field.
4. Click on the  **OK** button.
5. Repeat the above steps as many times as required to enter multiple applications.
6. Click on the  **Reconcile** button to generate a reconciled license report.
7. Use the buttons at the top of the window to view the report onscreen. Click on the  button to print report, if required.

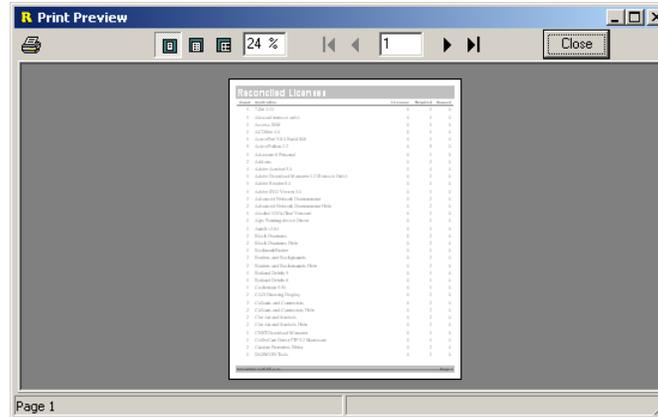


Figure 4.24: Reconciling application licenses

4.5.9 Comparing application licenses

EMCO Network Inventory enables you to compare scanned applications between the current database and another database and generate a printable report comparing the number of licenses available for each application. This allows you to observe any changes that may have occurred in licenses between networks or at different times on the same network.

To compare application licenses:

1. Click on the **License Functions > Compare Licenses** menu option.
2. Click on the required database from the available drop-down list.
3. A report comparing licenses has been automatically generated. You can preview the report online as well as print it, if required.

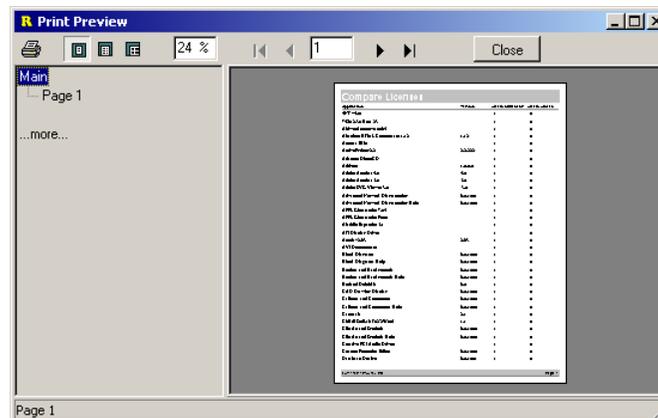


Figure 4.25: Comparing application licenses

4.6 Optional tools

EMCO Network Inventory has a number of features available from the **Option** menu. These functions are described in this section.

4.6.1 Using Miscellaneous Labels

The Miscellaneous Labels function allows you to create labels, with attached notes, that can be used on any scanned machines.

To use Miscellaneous Labels:

1. To set up the labels that you want to use, click on the **Options >Miscellaneous Labels** menu option.
2. Click on the  button to add a label.
3. Enter the name of the label in the **Display Label** field and click on the  button.



Figure 4.26: Adding a label

4. When you need to use a label, click on the machine that you want to add the label to.
5. Click on the  button in the Miscellaneous area.
6. Click on the required label from the **Label** drop-down list.
7. Enter the note attached to this label in the **Data** field.
8. Click on the  button. The label and note are now displayed for that machine.



Figure 4.27: Adding a label to a machine

4.6.2 Adding a tool

You can add links to useful applications into EMCO Network Inventory's right-click menu. You can quickly access these tools from the right-click menu at any time.

To add a tool:

1. Click on the **Options >Configure Tools** menu option.
2. Click on the  button to add an application.
3. Enter the label you want for the application in the **Name** field and the path to the application in the **CommandLine** field.
4. Click on the  button.

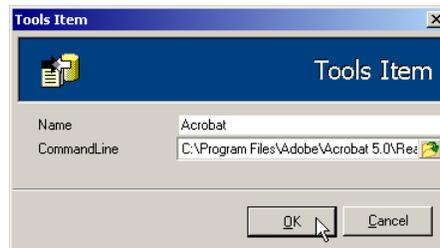


Figure 4.28: Adding a tool

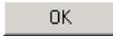
5. You can now access the application from the right-click **Tools** menu in the machine tree.

4.6.3 Excluding application titles

You can exclude one or more particular applications from the general LAN. The next time you re-scan the LAN the applications on this list will not be displayed.

Note: Applications are **not** uninstalled from the machine, only removed from the scanned database.

To exclude application titles:

1. Click on the **Options >Excluded Application Titles** menu option.
2. Click on the  button.
3. Click on the required application from the **Application Title** drop-down list and click on the  button.
4. Repeat the above steps as many times as required to enter multiple applications.

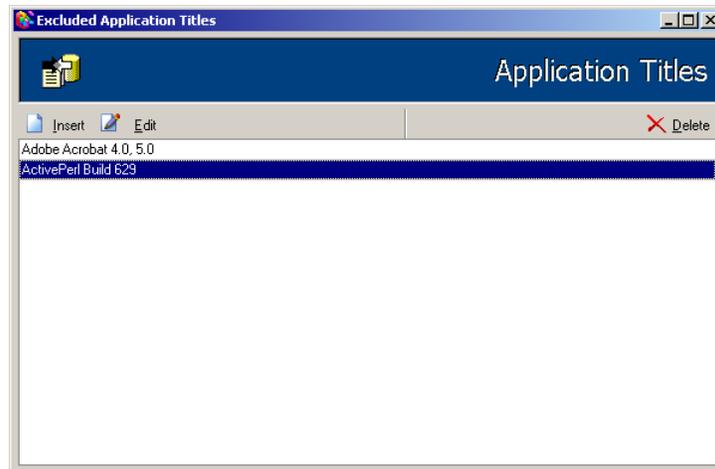


Figure 4.29: Excluding application titles

5. Close the **Excluded Application Titles** window. From now on, all scans (including fetch and update functions) will exclude the entered applications (refer to page 17 for more information about scanning).

5 Contact information

Company Profile:

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6 End User License Agreement

EMCOTM Network Inventory

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