Peregrine

AssetCenter

Portfolio

Peregrine SYSTEMS

This edition applies to version 4.3 of the licensed program

AssetCenter

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Introduction (Portfolio)

Who is the Portfolio module intended for?

The Portfolio module spans a wide range of uses, and thus can be used by nearly every department in a company.

For the most part, it is used by the following people:

- Portfolio managers
- Stock managers
- AssetCenter deployment technicians
- Financial managers
- Purchasers
- Security managers
- General departments
- Cabling managers
- Network managers
- Telephony managers

The Portfolio module is the core (pivot) for AssetCenter's other applications. This guide covers the general concepts of this module that will come in handy for a wide range of AssetCenter users.

What does the Portfolio module do?

The Portfolio module enables you to perform the following tasks:
- Keep a detailed, physical inventory of all the items composing your portfolio. For each item you can take into account its:
  - Hierarchical classification
  - User and manager
  - Geographic location
  - Cost center
- Precisely track the portfolio items using:
  - Individual tracking
  - Collective tracking (by batch)
  - Undifferentiated management

Managing these tasks enables you to:
- Contextualize each portfolio item.
- Track each portfolio item according to its constraints or requirements.
- Manage the portfolio items in a differentiated manner.
- Easily perform work orders on the portfolio items.
- Create projects necessitating the use of portfolio items.

How to use this guide

Chapter Overview (Portfolio)

This chapter presents the different management styles proposed by AssetCenter. It also presents the tables that you must populate to structure your portfolio.

You should read this information to form a general idea of how AssetCenter functions.

Chapter Portfolio items

This chapter discusses what you need to do to manage your portfolio items.

Read this chapter to familiarize yourself with the Portfolio module.

Chapter IT portfolio

This chapter explains how to manage your IT portfolio using the Portfolio module.

Read this chapter to familiarize yourself with how computers, computer connections and IT configurations are managed.

This chapter also presents the remote-control and scanning functions for remote computers.

Chapter Software

This chapter explains how to manage your software with the Portfolio module.

Read this chapter to familiarize yourself with how to manage software installations, licenses and counters.

Chapter Telephones

This chapter explains how to manage telephones using the Portfolio module.

Read this chapter if you want to manage your telephones with the Portfolio module. You can also associate certain functions with the buttons of the telephones.

Chapter Work orders and projects

This chapter explains how to perform work orders on your portfolio and how to include portfolio items in your projects.

Chapter Adjusting items

This chapter explains how to adjust the fields of your records.

To explain how adjusting items work, we created an example that you can reproduce in order to familiarize yourself with their functions.

Chapter Glossary

The terminology specific to the Portfolio module is specialized. The glossary contains the key terms that we use to describe the Portfolio module.

Read this chapter to understand these terms.

1 Overview (Portfolio)

AssetCenter helps you manage the items in your company's portfolio. These items can be physical objects (computers, machines-tools, consumables, office supplies) or intangible objects (software installations).

AssetCenter lets you closely track portfolio items throughout their lifecycle. Different management types enable you to apply the most suitable form of management to items in your portfolio depending on their value and/or their use.

Three management types

AssetCenter offers you three management types that are suited to the value of items in your portfolio:

- Individualized management (by asset)
- Collective management (by batch)
- Undifferentiated management (by untracked batch)

What sets these three management types apart is the level of tracking applied to each one.

Whether or not you track an item in your portfolio depends on whether or not it has a record in the Assets table. All items with records in this table can be tracked according to their financial, technical and contractual information. The notion of untracked portfolio items refers to those items that do not have records in this table (untracked batches).

With AssetCenter, you can increase the level of tracking for your portfolio items. Example: You can transform an untracked batch to a tracked batch, which corresponds to a record in the Assets table.

Individualized management (by asset)

Assets are portfolio items of substantial value, and they are tracked individually in AssetCenter. In the case of a server, for example, AssetCenter can hold information about its location, supervisor, price, depreciation type, etc. All this information is specific to the asset. Technically, an asset in AssetCenter corresponds to a record in the Portfolio items table that is linked to a record in the Assets table.

Collective management (by batch)

Certain, identical portfolio items of lesser value can be tracked collectively as a batch. In this case, the Assets table holds information that helps you track the entire batch, and not individual items within the batch. This management mode avoids superfluous duplication of tracking information, such as the acquisition price. Technically, a batch in AssetCenter corresponds to one record in the Assets table and one or more records in the Portfolio items table. This is especially the case when a batch is divided, and the resulting batches are used by different departments.

Undifferentiated management (by untracked batch)

Certain portfolio items of little value, or consumables, are managed as untracked batches (pencils, ink cartridges). An untracked batch does not have a linked record in the Assets table. Most of the time, these items are indirectly tracked by default via items with which they are associated. You can transform a untracked batch into a tracked batch at any given time.

Main tables used in portfolio management

The main tables used in portfolio management are:

- The Models table (amModel) and the Natures table (amNature).

  These two tables are essential for creating items in your portfolio. Portfolio items are based on a model, which in turn is based on a nature. The Models table is hierarchical and enables you to organize your portfolio (➡ Portfolio items [page 27]).

- The Portfolio items table (amPortfolio)

  All portfolio items are recorded in this table. You can browse the list of portfolio items to find out if they are in stock, in use or retired.

  - Select the **Portfolio/ Portfolio items** menu.
  - Click
  - Select the **Portfolio/ Assets and batches** menu and then the **Portfolio** tab.

  To access the detail of a portfolio item, do one of the following:

  By using the detail of an asset you can access the detail of a portfolio item.

  The Portfolio items table is linked to other tables, which put these items into context depending on the table:

  - The Employees and Departments table (amEmplDept) provides the items' users and supervisors.
  - The Locations table (amLocation) provides their location.
  - The Cost Centers table (amCostCenter) provides their related expense lines.

- The Assets table:

  Portfolio items with records in the Assets table can be tracked more closely, since, here, they are linked to their corresponding financial, technical and contractual information. This information is recorded in multiple tables with which the Assets table is linked. Among the most important of these tables are:

  - The Contracts table (amContract)
  - The Work Orders table (amWOrder)
  - The table of assets assigned to projects (amAstProjDesc)
  - The Purchase Requests table (amRequest)
  - The Purchase Orders table (amPOrder)

• The Receipts table (amReceiptLine)

Figure 1.1. Portfolio - Data model
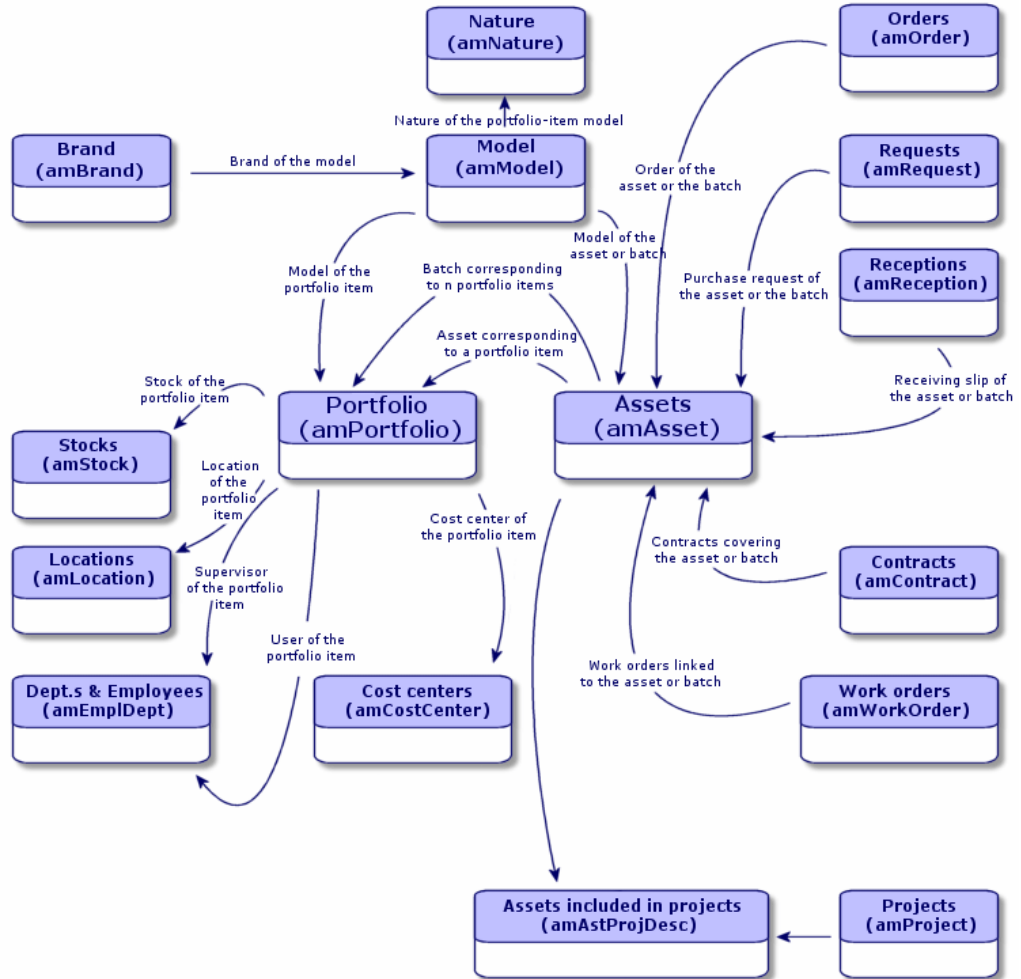
Overflow tables

Certain portfolio items are very specific and thus necessitate the use specific fields. Example: Managing and tracking computers requires that you store large amounts of information. Adding fields in the Portfolio items table to contain this specific information would:

- Slow down AssetCenter's performance.
- Be useless for many other items not needing such information specified.

A typical solution is to have specific tables to contain this information. Example: Any portfolio item corresponding to a computer is recorded in the Portfolio table and a then in a second table: the Computers table. However, this method makes the synchronization process very difficult, since you must constantly make sure that:

- The computers are recorded in both the Portfolio items table and the Computers table.
- The deletion of a computer from the portfolio automatically deletes the computer from the Computers table.
- Etc.

To avoid these synchronization problems, AssetCenter uses overflow tables. Each time you specify one or more overflow table for a portfolio-item record, this record is simultaneously created in the Portfolio items table and the overflow table: the Assets table and the Computers table, for example. Each creation or deletion of a record in one of these two tables is automatically carried over into the other tables, saving you precious time in the synchronization process.

The overflow tables enable you more easily integrate other applications with AssetCenter. Example: AssetCenter can be integrated with Remote Control. It then needs to store all the information necessary for taking control of the remote computers in your portfolio. All this information is present in the Computers overflow table.

You can easily add new overflow tables. This expands AssetCenter's physical data model without you having to make large modifications to its database.

For further information, refer to the **Administration** guide, chapter **Standard database description files**.

Overview of the overflow tables

In order that a portfolio item be recorded in an overflow table, you need to specify this action in the nature of this item's model (➔ A nature's creation criteria [page 24]).

Available overflow tables

The available overflow tables are the:

- Assets table (amAsset)

  This is the main overflow table in AssetCenter. The only portfolio items not recorded in this table are those defined as untracked batched. (➔ Untracked batches [page 43]).

  ### ✎ Note:

  The overflow link (PortfolioItems) contained in this table enables the creation of batches and shares the foreign key.

  This table enables you to store detailed information on assets:
  - Purchase date
  - Status
  - Rent
  - Acquisition method
  - Fixed Asset number
  - Etc.

- Computers table (amComputer)

  This table is an overflow table of the Assets table: Creating a computer generates a record in the Portfolio Items table, the Assets table, and the Computers table.

  In particular, it enables you to store information relating to the integration with Remote Control :
  - IP address
  - Scan dates
  - Memory
  - Disk size
  - Etc.

- Telephones table (amPhone)

This table is an overflow table of the Assets table: Creating a telephone generates a record in the Portfolio Items table, the Assets table, and in the Telephones table.

It enables you to store information relating to telephony assets:

- Voice mail
- Extension
- Number
- Etc.

- Software installations table (amSoftInstal)

This is an overflow table stemming from the Portfolio items table: The creation of a software installation does not necessitate the creation of a record in the Assets table: The creation of a software installation generates a record in the Portfolio items table and a record in the Software installations table.

This table enables you to store information about your software installations.

- License number
- Certification
- Installation type
- Number of points consumed by each software installation (for Microsoft Select type licenses).
- Etc.

Figure 1.2. Overflow tables - data models
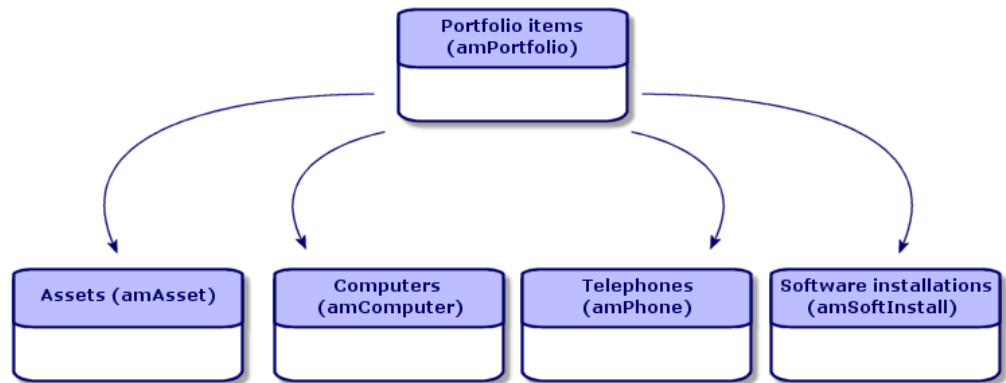
Contextualization and tracking of portfolio items

AssetCenter enables you to contextualize items in your portfolio.

Contextualization

One of the main goals in managing your portfolio is to be able to contextualize its items. Whether you manage a thousand items or a hundred thousand items, you can contextualize them with accuracy. AssetCenter provides the following contextual information for each item or batch of items:

- Its status.
- Its user and supervisor.
- Its location.
- Its cost center.
- All other linked items in the portfolio (associated assets, consumables, supplies).

By being able to precisely locate portfolio items, you can:

- Efficiently monitor their movements (Example: assignment of a group of computers to another department).
- Evaluate the needs of each department (Example: calculate the ratio of photocopiers per department).

- Distribute new computer hardware evenly.
- Locate hardware given to a customer.
- Avoid allocating 2 identical assets to the same person (For instance: a consultant who uses several laptops).
- Rapidly reorganize cost centers related to portfolio items.
- Etc.

Tracking

The tracking of portfolio items is fundamental. Whether or not a portfolio item is tracked depends on whether it has a record in the Assets table. AssetCenter lets you choose whether to track portfolio items individually or by batch. For portfolio items that you don't consider worth tracking closely (office supplies or consumables), an undifferentiated tracking (by untracked batch) lets you simply contextualize them.

For each asset or batch, the tracking options enable you to:
- Create a fixed asset.
- Obtain linked requests, estimates, purchase orders and receiving slips when using the Procurement module.
- Obtain cost-related information.
- Obtain work order and project-related information.
- Look up its acquisition method (purchase, lease, rental, loan).

Nature: Creation and behavior

The organization of your portfolio depends on the organization of models, which are in turn based on natures. Therefore, you need to create the natures before creating the models.
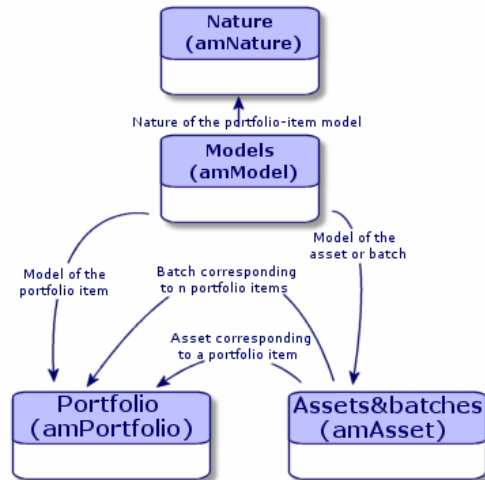
The nature of a model determines different criteria that are inherited by the portfolio items and all other items based on the models in AssetCenter: Contracts, Trainings, Work orders, Cables, etc.

Each nature specifies the tables in which you can create records for the model linked to this nature. Example: A **Computer** nature enables you to create models that will in turn create computers in the Portfolio items table. In order for natures to enable you to create portfolio items, a second condition must be entered: the management constraint.

For each nature enabling you to create portfolio item models, you can also select behavior options. Example: For a **Computer** nature, the **Can be connected** option enables you to display tabs relating to connection ports.

A nature's creation criteria

For each nature, you must indicate the table in which the models based on this nature will be able to create records. Example: One nature enables you to

create models of portfolio items; another nature enables you to create models of contracts; etc.

For the natures enabling you to create portfolio item models, you must indicate an overflow table: Computers table, Software installations table, Telephones table, or any table of your choice. Example: A nature enables you to create models for portfolio items and computers. In this case, creating a portfolio item based on this nature automatically creates a corresponding record in the Computers table. ➠ Creating a nature for computers [page 61].

For further information, refer to the **Administration** guide, chapter **Standard database description files**.

Management constraint

The management constraints enable you to define the way in which you manage a portfolio item.

The management constraint is rendered by the use or absence of an asset tag. An asset tag conditions whether the portfolio item is linked to a record in the Assets table. There are three options for the management constraint:

• Unique asset tag

  Portfolio items with their own asset tag are individually tracked assets. Using a unique asset tag is recommended for more important portfolio items that require close and constant tracking. Examples: A server, a machine tool, a photocopier.

• Unique or shared asset tag

  Portfolio items sharing the same asset tag are grouped together in a batch and tracked collectively. Items in the same batch share the same asset tag. This management mode is recommended for identical items that do not need to be tracked individually. Example: A batch of 100 chairs; a batch of 20 hard hats.

• Free

  If this option is selected for the portfolio item, you are free to choose whether to give it an asset tag or not. Portfolio items without asset tags are those for which accurate tracking is not required. These items are grouped together in untracked batches and do not appear in the Assets table. Example: Office supplies of little value (pencils, erasers, paperclips) or consumables that are tracked indirectly through the items that consume them.

A nature's behavior criteria

Selecting one or more behavior option for the nature of an item conditions the availability of certain fields and tabs in the tables of these items. Example: Selecting **License** in the nature of a portfolio item enables the **License** tab to be displayed in the Models table. The following behavior options are available in AssetCenter:

- Has software installed
- Can be connected
- Consumable
- Cable device
- License

Models: Organizing your portfolio

By creating models, you determine a number of features that the portfolio items inherit when you create them: name, brand, other technical features related to computers, etc.

Models are organized hierarchically: Generic models enable you to classify your models more precisely. The way in which you organize your models governs the way in which your portfolio will be organized.

2 Portfolio items

CHAPTER

This chapter describes the procedures for managing portfolio items. These procedures concern how records are entered in the tables covered by the Portfolio module. The following is a list of the main tables:

- Natures table (amNature)
- Models table (amModel)
- Portfolio items table (amPortfolio)
- Assets table (amAsset)
- Computers table (amComputer)
- Software installations table (amSoftInstall)
- Telephones table (amPhone)

Natures

Natures are required to create the models that you use to create the portfolio items. Because the nature governs the management constraints of the portfolio items, you must create as many natures as you require for a given type of portfolio item. Example: If you manage software as assets, batches and

untracked assets, you must create three corresponding natures: Software, Software (batch), Software (untracked batch).

To display the list of natures, perform one of the following actions:

- Click ⬡
- Select **Natures** from the **Portfolio** menu.
- Click **List of natures** in the Functions and favorites pane (**Portfolio** section).
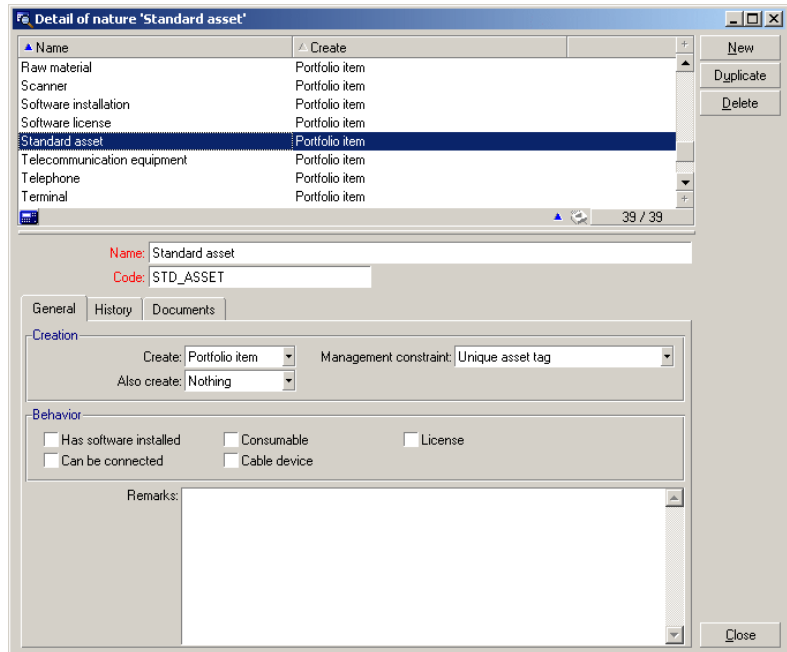
Creating the nature for a portfolio item

To create the nature for a portfolio item:

1 Display the list of natures (**Portfolio/Natures**).
2 Click **New**.
3 Enter a value in the **Name** field.
4 Modify the **Code** field, if required.

By default, the **Code** field uses the value of the **Name** field. This field enables you to enter a code to uniquely identify the record. It can be used as a

reconciliation key between records in the AssetCenter and other applications when importing or exporting data.

5   Select **Portfolio item** in the **Creates** field.

6   Select **Telephone** or **Computer** in the **Also create** field if you want to create a nature that allows you to create models of telephones or computers.

7   Select a management constraint.

8   Select, if required, one of the options in the **Behavior** frame.

9   Click **Create** to confirm your creation.

Examples of natures

We recommend creating as many natures as there are models of portfolio items. The following table presents a non-exhaustive list of examples of natures. The name of the nature indicates the model that can be created from this nature.

Table 2.1. Portfolio - Examples of natures

Name	Also create	Management constraint	Behavior
General			
Asset	Nothing	Unique asset tag	No option
Batch	Nothing	Asset tag	No option
Untracked batch	Nothing	Free	No option
Consumable	Nothing	Free	• Consumable
Raw material	Nothing	Asset tag	No option
IT			
Computer	Computer	Unique asset tag	• Has software installed • Can be connected
Computers (batch)	Nothing	Asset tag	No option
Software installation	Software installations	Unique asset tag	No option
Software installations (batch)	Software installations	Asset tag	No option
Software installations (untracked batch)	Software installations	Free	No option
License	Nothing	Unique asset tag	• License

Name	Also create	Management constraint	Behavior
Licenses (batch)	Nothing	Asset tag	• License
Licenses (untracked batch)	Nothing	Free	• License
Standard configuration	Computer	Asset tag	• Has software installed • Can be connected
Other			
Cable device	Nothing	Unique asset tag	• Cable device
Telephone	Telephone	Unique asset tag	No option

Models

Models, which are based on natures, enable you to organize your portfolio items. Depending on your requirements, models can go from very generic to very specific.

Example of organization of software models

The following example represents a way of organizing your software models:

1 All the software models are based on a nature that creates a portfolio item. The management constraint depends on the way you want to manage your software: individually, by batch or by untracked batch.

2 A generic **Software** model is created.

3 Sub-models enable you to classify software according to their use: Office automation, ERP, Project management, etc.

4 Other models are created for the Office Automation sub-model for specific applications: Word processor, Spreadsheet, DTP, File Management.

5 Models created at the bottom of the hierarchy correspond to specific models which can be used to create individual software items in the Portfolio items table: Software/Office Automation/Word processor/Microsoft Word 2000.

To display the list of models, perform one of the following actions:

• Click 📦

• Select **Models** from the **Portfolio** menu.

• Click **List of models** in the Functions and favorites pane (**Portfolio** section).

Creating a portfolio item model

To create a model:

1 Click **New**.
2 Enter a value in the **Nature** field of the **General** tab.
3 Enter a value in the **Name** field.
4 Enter a parent model in the **Sub-model of** field.

   Example: When creating the **Office Automation** model, enter **Software** in the **Sub-model of** field.

5 Enter a value in the **Brand** field in the case of a specific model.

   Example: When creating the **Word 2000** model, enter **Microsoft** in the **Brand** field.

6 In the case of a batch, select the unit used.
7 Select **Certified** if the model created can be used in a purchase request. If necessary, enter a date and a certification level.
8 Click **Create** to confirm your creation.
9 Populate the different tabs according to the features that the items in your portfolio have inherited from the created model.

The following tabs deal particularly with the models used to create items in your portfolio:

• General
• Hardware
• Software inst.
• License
• Ports
• Accounting
• Cat. info.
• Compatibles
• Adjust. types (adjustment types)
• Features

General

This tab enables you to indicate:

• Information concerning the inventory of your portfolio.

The bar code enables you to create a reference for each model: The AssetCenter integrity rules prohibit you from assigning the same bar code to two different models. Finally, the prefix completes the bar code. We recommend that you use a significant prefix for your models. Example: **SRV** for server models. If you select **Recorded in the inventory**, the **Bar code** field becomes mandatory.

- A manufacture's reference and a catalog reference by default linked to the model.

Hardware

This tab deals with computers. It enables you to enter various information about the technical features of your computer model (➜ Creating a computer model (example) [page 62]).

License

This tab deals with licenses. It enables you to describe the different types of licenses used in your company. For an example of how this tab is used, refer to the section Creating a software license or entitlement [page 88].

Software inst.

This tab deals with software installations. It enables you to describe the different types of software installations used by your company. For an example of how it is used, refer to the section Manually creating a software installation/utilization [page 87].

Ports

This tab deals with computers. It enables you to specify various information about the available ports of the computer model (➜ Connections between computers [page 66]).

Cat. info.

This table enables you to link the model to catalog references.

Compatibles

This tab enables you to specify which models are compatible with the model you have selected. Throughout the procurement cycle, these compatible models

enable you to order not only the selected model but one of the compatible models as well. For more information refer to AssetCenter's Catalog guide.

Accounting

This tab enables you to calculate the depreciation type of the items in your portfolios that were created using this model. This information can also be found in the **Fixed asset** tab of the Assets table.

Adjust. types

This tab enables you to calculate adjustment types. To use these adjustments, refer to chapter Adjusting items [page 143].

Features

This tab enables you to add as many features as you want. To add a feature to a list, refer to the Administration guide.

You can also select features that were already created to appear in the Models table.

Units used in batches

You sometimes need to specify a unit of measure when you create a model for a batch of items. Example: Let's say you create a model for a batch that contains sand. You want to use the unit of measure **Ton**, for example.

To create units, you need to have already created reference units for each of the dimensions that you use in your portfolio. Here are some examples of dimensions: **Temperature**, **Measure**, **Mass**. After having created reference units, you can create an unlimited number of other units whose coefficients of conversion with the reference unit need to be specified. Example: For the **Mass** dimension, you create the reference unit **Kilogram** and the unit **Ton** whose conversion coefficient is 1000 (1000 kg = 1 ton).

The unit selected in the model of a portfolio item appears in symbolic form after the **Quantity** field in the Portfolio items table and Assets table.

Creating a reference unit

To create a reference unit:

1 Display the list of units (amUnit) using the menu **Administration/List of screens**.
2 Click **New**.
3 Populate the **Name, Dimension** and **Symbol** fields. (Example: Kilogram, Mass, Kg.)
4 Enter **1** in the **Conv. coeff.** field.
5 Click **Create** to confirm your creation.

Creating units

To create a unit:
1 Display the Units detail (**Administration/ Units**).
2 Click **New**.
3 Populate the **Name, Dimension** and **Symbol** fields. (Example: Pound, Mass, Lb.)

Once you have chosen your dimension, the reference unit symbol of this dimension appears in the field next to the **Conv. coeff.** field.

4 In the **Conv. coeff.** field, enter the number that converts the reference unit into the created unit. Example: For the pound, you would enter 0.454. (One pound equals 0.454 kilograms.)
5 Click **Create** to validate.

Viewing units

For ease of use, we recommend customizing the units screen and creating a virtual hierarchy.

You can, for example, group the information by the dimensions of units:
1 Display the Units detail (**Administration/ Units**).
2 Right-click the **Dimension** field.
3 Select **Group by this field** from the shortcut menu.

The list is sorted by dimension, each dimension defining a level in the hierarchy.

Assets

In AssetCenter, an asset corresponds to a portfolio item whose nature has the management constraint: Unique asset tag (➡ Management constraint [page 25]). The Unique-asset-tag management constraint means an asset will be managed individually (individual management). In the database, an asset is represented by a record in the Assets table and a record in the Portfolio items table.
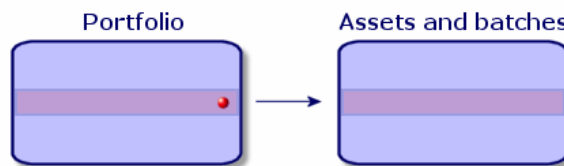
🖋 Note:

For each record in the Assets table, you can select the Portfolio tab to consult the detail of the corresponding portfolio item.

To display the list of assets, perform one of the following actions:
• Click 📇
• Select **Assets** from the **Portfolio** menu.
• Click **List of assets** in the Functions and favorites pane (**Portfolio** section).

Creating an asset

To create an asset:
1 Display the list of assets.
2 Click **New**.

   In the **General** tab, an asset tag is assigned to a new record.
3 Select a model in the **Model** field.

   The model of an asset must rely on a nature whose management constraint is **Unique asset tag** (➡ Management constraint [page 25]).

   If the selected model has a prefix, this prefix appears in front of the asset's asset tag.

4 Click **Create** to confirm your creation.

5 Populate the tabs according to the different tracking information that is available for that asset.

Other than the **General**, **Portfolio** and **Project** tabs, the tabs available for the Assets table concern different domains of tracking:

- Financial domain
    - Costs
    - Acquisition
    - Fixed assets

    For this tracking domain, refer to the section Financial tracking of assets [page 46].

- IT domain
    - License
    - Connections
    - Port

    For this tracking domain, refer to the following chapters: IT portfolio [page 61] and Software [page 81].

- Contractual domain
    - Contracts
    - Maint. (maintenance)

    ➥ Assets linked to a contract [page 54] and the **Contracts** guide.

- Cabling domain
    - Slots
    - Pins/Terminals
    - Traces
    - Ports

For this domain, refer to the **Cable** guide.

Portfolio items associated with an asset

An asset is the only item in the portfolio that can be associated with other portfolio items. The portfolio items associated with other items can be divided into:

- Consumables

Consumables are the portfolio items whose model is based on a nature for which the option **Consumables** has been selected.

For more information about behavior options, refer to section Nature: Creation and behavior [page 24].

- Software installations

Software installations are portfolio items whose model is based on a nature for which the option **Software installation** has been selected (in the **Also create** field (seOverflowTbl)).

➤ Software licenses and entitlements [page 88].

- Licenses

Licenses are the portfolio items whose model is based on a nature for which the **License** option is selected.

➤ Software installations and utilizations [page 87].

Associating portfolio items to an asset

To associate portfolio items with an asset, several methods are available depending on the following criteria:

- The portfolio item already exists in the database.
- The portfolio item must be created on the fly when associated to an asset.
- The portfolio item is a batch in stock, and you want to associate some of the batch to an asset.

To filter by nature the portfolio items associated with an asset (consumables, licenses, installations), select one of the options displayed by default to the left of the list of items associated to an asset.

To filter by date of association the portfolio items associated with an asset, enter values in the **To** and **From** fields.

To associate an existing portfolio item to an asset

1 Display the list of portfolio items via the **Portfolio/Portfolio items** menu.
2 Select the portfolio item that you want to associate with your asset.
3 Select the asset using the **Component of** link (Parent).
4 Click **Modify**.

To associate an asset with a portfolio item on the fly

1 Display the list of assets via the **Portfolio/Assets and batches** menu.

2 Select the asset with which you want to associate the portfolio item.

3 Select the **Components** sub-tab in the **Portfolio** tab.

4 Click ⊞

5 Create the portfolio item that you are associating to your asset.

6 Click **Add**.

To associate an asset to certain items of a batch in stock

1 Display the list of portfolio items via the **Portfolio/Portfolio items** menu.

2 Select the asset with which you want to associate a portfolio item from a batch in stock.

3 Click **Stock**.

4 Wait until the **Add an item from stock** wizard appears.

5 In the **Select an item from stock** page, select the batch that you want to associate with your asset.

6 Click **Next**.

7 In the **Quantity** page, select the number of items from your batch to associate with your asset.

You can also populate the other fields on this page if you wish.

8 Click **Finish**.

Batches

In AssetCenter, a batch corresponds to a portfolio item whose nature has the management constraint: Asset tag (➤ Management constraint [page 25]). The Asset-tag management constraint means that an item will be managed collectively instead of individually (unique Asset tag). The batches contain identical items whose quantity is indicated. Example: a batch of 1000 safety helmets. These batches can be composed either of countable items (keyboards, bags of cement, etc.) or uncountable items (cement, sand, kerosene, etc.). For uncountable items, a unit of measurement is used: kilogram, ton, liter, meter,

etc. When you create a batch, a double-record is created: one in the Portfolio items table and one in the Assets table.
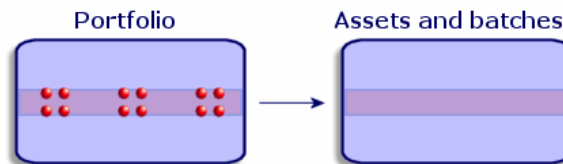
✎ Note:

For each batch record in the Assets table, you can select the Portfolio tab to consult the detail of the corresponding portfolio item.

No matter how many divisions exist for a batch, each of these divisions in the Portfolio items table all correspond to the same, single record in the Assets table (➡ Dividing a batch [page 40]).

To display the list of assets, perform one of the following actions:
- Click 📇
- Select **Assets** from the **Portfolio** menu.
- Click **List of assets** in the Functions and favorites pane (**Portfolio** section).

Creating a batch

To create a batch:

1 Display the list of assets via the **Portfolio/Assets and batches** menu.

2 Click **New**.

In the **General** tab, an asset tag is assigned to this new record.

3 Select a model in the **Model** field.

The model of an asset must rely on a nature whose management constraint is **Asset tag.** (➡ Management constraint [page 25]).

If the selected model has a prefix, this prefix appears in front of the batch's asset tag.

4 Specify the quantity in your batch.

You must choose the batch's reference unit of measurement in the model used to define your batch (➡ Units used in batches [page 33]).

5 Click **Create** to confirm your creation.

6 Populate the tabs according to the different tracking information that is available for that batch.

Other than the **General**, **Portfolio** and **Project** tabs, the tabs available for the Assets and batches table concern different domains of tracking:

- Financial domain
  - Costs
  - Acquisition
  - Fixed assets
  ➡ Financial tracking of assets [page 46].
- IT domain
  - License
  - Connections
  - Port
  ➡ IT portfolio [page 61] and Software [page 81].
- Contractual domain
  - Contracts
  - Maint. (maintenance)
  ➡ Assets linked to a contract [page 54] and the **Contracts** guide.
- Cabling domain
  - Slots
  - Pins/Terminals
  - Traces
  - Ports

For this domain, refer to the **Cable** guide.

Dividing a batch

Dividing a batch enables you to create, from the initial record in the Assets table, several records in the Portfolio items table that are associated with that initial record. Each of these records corresponds to the batch obtained from dividing the record of the initial batch.

Example: Let's say you receive into stock a batch of 12 chairs. So, you create a record in the Assets table for these chairs. In the database, a record is created in the Assets table and the Portfolio table. This batch is put in stock.
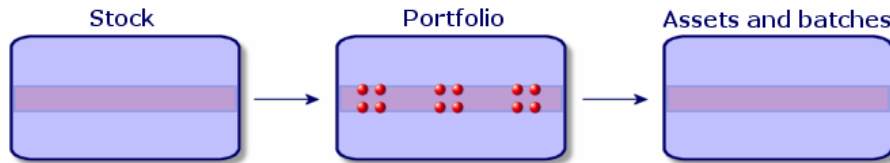
Next, let's say you divide this batch into three batches of 4 chairs. One batch of 4 stays in stock and the other two batches of 4 go to two different locations in your company. In this case, the record corresponding to the batch is identical to the one in the Assets table, but it is henceforth linked to three records in the Portfolio items table, corresponding to:

- A batch of 4 chairs still in stock.
- A batch of 4 chairs linked to the first location.
- A batch of 4 chairs linked to the second location.
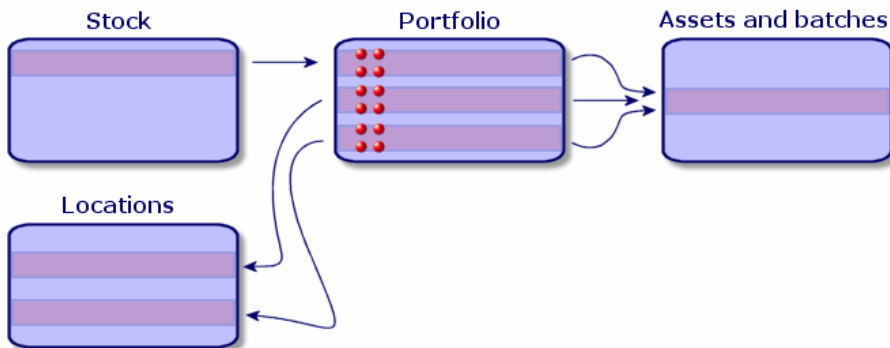
Dividing a batch

There are two ways to divide a batch:
- Using a **Divide a batch** wizard.
- Creating several links from the Assets table to the Portfolio items table.

Using the Divide a batch wizard

To use the **Divide a batch** wizard:

1 Display the list of portfolio items.
2 Select the batch that you want to divide.
3 Click **Divide**.
4 Wait for the first page of the **Divide a batch** wizard to appear.

5 Enter the number of items of the new batch in the **Quantity to extract** field.
6 Enter the new data that will enable you to contextualize the new batch: locations, users, managers, etc.
7 Click **Finish**.

In the Portfolio items table, the number of items contained in the new batch is subtracted from divided batch. The new batch then appears as a new record in the Portfolio items table.

Creating several links to the Portfolio items table from the Assets table

To create several links to the Portfolio items table from the Assets table:

1 Display the list of assets.
2 Select a record corresponding to a batch.
3 Go to the **Portfolio** tab and add a link toward the Portfolio items table.

Once a record from the Assets and batches table is linked to several records in the Portfolio items table, we recommend that you display these links in list form. (Go to the **Portfolio** tab, right-click and select **List only** from the shortcut menu that appears.)

Untracked batches

In AssetCenter, an untracked batch corresponds to a portfolio item that uses a nature whose management constraint is free. (➡ Management constraint [page 25]). This management constraint corresponds to the undifferentiated management type.

An untracked batch only appears in the Portfolio items table, which enables it to be contextualized: It is linked to a location, a user, a manager, a cost center. The absence of an untracked batch in the Assets table means that it doesn't contain financial, technical or contractual information. Untracked batches are reserved for items of little value (office supplies, for example) or consumables. In fact, consumables can be tracked indirectly by managing the portfolio items that consume them.
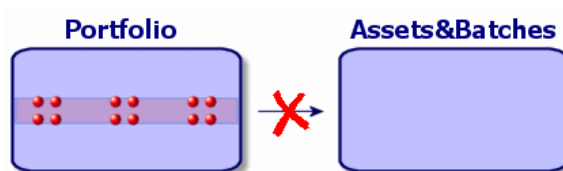
To list the portfolio items, perform one of the following actions:

- Click 🧊
- Select **Portfolio items** from the **Portfolio** menu.
- Click **List of portfolio items** in the Functions and favorites pane (**Portfolio** section).

Creating an untracked batch

To create an untracked batch:
1   Display the list of portfolio items via the **Portfolio/Portfolio items** menu.

2   Click **New**.

A code is assigned to this new record.

3   Select a model in the **Model** field.

4   Specify the quantity in your untracked batch.

You must choose the batch's reference unit of measurement in the model used to define your batch. (➡ Units used in batches [page 33])

5   Click **Create** to confirm your creation.

6   Populate the tabs according to the different contextual information that is available for that batch. (➡ Contextualizing portfolio items [page 51])

Consumables

Consumables are portfolio items that, once they are associated with an asset, can no longer be disassociated from it. Consumables are created from models whose nature has a **Free** management constraint. The **Consumable** behavior option must also be selected. (➡ Management constraint [page 25])

➡ Portfolio items associated with an asset [page 36].

Dividing an untracked batch

To divide an untracked batch:

1   Display the list of portfolio items.

2   Select the batch that you want to split up.

3   Click **Divide**.

4 Wait until the **Divide the batch** wizard appears.

5 Enter the number of items in the new batch into the **Quantity to extract** field.
6 Enter the new data that will enable you to contextualize the new batch: location, user, supervisor, etc.
7 Click **Finish**.

In the Portfolio items table, the number of items contained in the new batch is subtracted from divided batch. The new batch then appears as a new record in the Portfolio items table.

Transforming an untracked batch into a tracked batch

You might need to change an untracked batch into a tracked batch for a variety of reasons. Example: You need to link a batch of desks, which you use for several offices, to different projects. To do this, this batch must correspond to a record in the Assets table.

To transform an untracked batch:
1 Display the list of portfolio items.
2 Select the untracked batch.
3 Click **Tag**.

This action creates a record corresponding to that batch in the Assets and batches table. The tag assigned to the batch's record is actually an asset tag, which is one of the features of the records located in the Assets table.

Financial tracking of assets

Financially tracking assets enables you to:
- Describe their mode of acquisition.

  Was the messaging server purchased, rented or borrowed?
- Log the expenses resulting from them.

  How many times did we need to order batches of 50 reams of paper for the photocopier in the documentation department?
- Describe their fixed-asset accounting information.

  What type of depreciation method has been chosen for company vehicles?

To consult or modify financial information, you must display the list of assets and select one of the three following tabs:
- **Acquis.** (Acquisition)
- **Costs**
- **Fixed assets**

Note:

In this section, **Assets** covers both assets and batches, which have similar-type records in the Assets table.

Asset-acquisition information

The **Acquis.** tab enables you to view the main information on how an asset was acquired. Most of this information is organized into sub-tabs.

Acquisition method

AssetCenter manages four acquisition methods for assets:
- Purchase
- Rental
- Lease

- Loan

The acquisition method you choose determines the information displayed:

- Certain tabs in the asset detail.
- Certain fields in the **Acquis.** tab.
- Certain sub-tabs in the **Acquis.** tab.

An asset's acquisition method (SQL name: seAcquMethod) is Purchase by default. The other acquisition methods available are the following: Rental, Lease, Loan.

Contracts related to asset acquisition

No matter what acquisition method you select, you can always link a contract to the acquisition from the **Procurement** sub-tab. The selected contract then appears in the **Contracts** tab of the asset detail.

Warning:

If you confirm your selection of a contract, the **Acq. method** (SQL name: seAcquMethod) is modified automatically to indicate the financing mode specified in the **Default acquisition method for assets** field (SQL name: seAcquMethod), in the **General** tab of the contract detail.

Companies related to the acquisition of an asset or batch

In the **Procurement** sub-tab, you can select:

- A **Lessor** (SQL name: Lessor) for rented or leased assets.
- A **Lessor** for assets on loan.

Additional rent description sub-tabs

Whatever acquisition method you select, it is possible to add rent description sub-tabs in the **Acquis.** tab. To add a sub-tab, right-click the sub-tab zone and select **Add linked record**.

We use rent in the broadest possible sense of the word: It can be taken to mean any sum to be paid periodically for an asset such as insurance premiums, maintenance contract payments, etc.

These sub-tabs are similar to lease-rent description sub-tabs.

Costs of an asset

The **Costs** tab in an asset detail displays the expense lines associated with that asset.

Specific filters are located at the top of the list.

The ▦ button lets you total the costs displayed in the list after filtering.

Fixed-asset information

This section describes the following points:

- Describing fixed assets.
- How to associate fixed-asset accounting information with assets.

Describing fixed assets

Describing and calculating the depreciation of an asset

The information concerning the depreciation of an asset appears in the **Fixed Asset** tab of an asset's detail.

This tab only appears if you set the **Acq. method** field (SQL name: seAcquMethod) in the **Acquis.** tab to **Purchase**.

There are two kinds of information contained in this tab:

- In the left-hand frame, there is information (fields and links) used for calculating the depreciation and residual value of an asset.
- In the right-hand frame, there is information (records) from the **Fixed assets** table (SQL name: amFixedAsset) associated with the asset after it is imported into AssetCenter.

The depreciation calculation formulas are defined in the **Depreciation calculation formulas** table (SQL name: amDeprScheme).

You can select the calculation formula used for the asset via the **Depreciation type** link (SQL name: DeprScheme) in the left-hand frame of the tab.

Defining the depreciation calculation formulas

To define a depreciation calculation formula:

- In an asset detail:
    1 Go to the **Fixed Asset** tab.

2 Click the ▣ button.

- Or via the **Administration/ List of screens** menu, which opens a window:
    1 Select **List of depreciation types** (SQL name: amDeprScheme).
    2 Click **New**.
    3 Populate the **General** tab.
    4 Create a calculation script in the **Script** tab.

The objective of the script is to calculate the depreciation values using the following fields:

- In the **Depreciation calculation formulas** table:
    - **Duration** field (SQL name: tsDeprDur)
    - **Coefficient** field (SQL name: fCoeff)
    - **Rate** field (SQL name: pRate).
- In the **Assets** table (SQL name:amAsset):
    - **Start date** field (SQL name: dStartAcqu)
    - **Depreciation basis** field (SQL name: mDeprBasis)
    - **Estimation date** field (SQL name: dDeprRecalc)

The amount obtained must modify the value of the **Depreciation** field (SQL name: mDeprVal).

🖋 Note:

The **Residual value** field (SQL name: mNetValue) is automatically recalculated by AssetCenter when the **Depreciation basis** and/or **Depreciation** fields are modified.

Simplified example of a calculation script describing a straight-line depreciation:

```
Dim iNbOfDays As Integer
iNbOfDays = amDateDiff([dDeprRecalc],[dStartAcqu])
If (iNbOfDays <= 0) Or ([DeprScheme.tsDeprDur] <= 0) Then
  Set [mDeprVal] = 0
ElseIf (iNbOfDays >= [DeprScheme.tsDeprDur]) Then
  Set [mDeprVal] = [mDeprBasis]
Else
  Set [mDeprVal] = [mDeprBasis] * iNbOfDays / [DeprScheme.tsDeprDur]
End If
 Set [dDeprRecalc] = amDate -> Set [dDeprRecalc] = amDate()
```

AssetCenter uses an automatic mechanism to recalculate the value of the **Depreciation** field if the reference fields are modified.

Estimating depreciation for a group of assets

In some cases, you might want to update the value of the **Depreciation** field on a given date for a selection of assets. To do this, you simply need to modify the value of the **Estimation date** field after having selected the assets to be updated together.

You can also create a **Script Type** action (SQL name: seActionType) to perform this task. Its script will resemble:

```
Set [dDeprRecalc] = amDate
```

AssetCenter will then use an automatic default mechanism to update the **Depreciation** field.

You can even create a workflow that triggers the above action on a periodical basis for a group of assets.

How to associate fixed-asset accounting information with assets

Two methods are available:

From the asset detail

1   Click the **Fixed Asset** tab.
2   Add or remove fixed assets associated with the asset.

You can also display the list of fixed assets in another window, select the fixed asset to be associated with the asset, and drag it into the list in the asset's **Fixed asset** tab.

From the fixed asset detail

1   Click the **Assets** tab.
2   Add or remove assets associated with the fixed asset.

You can also display the list of fixed assets in another window, select the fixed asset to be associated with the asset, and drag it into the list in the fixed asset's **Asset** tab.

Movements of portfolio items

The Portfolio items table enables you to monitor the movements of portfolio items.

For each selected item, you have contextual information. Other operations in AssetCenter are reflected in the Portfolio items table. Example: If a photocopier is reassigned to another department in the Employees and Departments table, you simply need to consult the record in the Portfolio items table in order to see that this change has been made. The Portfolio items table also helps you find out who has reserved items that are on order but not yet received.

In the Portfolio items table, two tabs enable you to monitor movements of portfolio items:

- The **General** tab enables you to monitor the physical movements of portfolio items.
- The **Reservation** tab enables you to reserve unassigned items.

Contextualizing portfolio items

The following fields in the **General** tab of the Portfolio items table enable you to contextualize each item by associating them with:

- A particular assignment.
- The dates they were put into production and inventoried.
- A user.
- A manager.
- A location, or a stock if the item is not yet assigned.
- A cost center.

If the contextual information given by default is insufficient, you can add as many fields and features as necessary. To add features, refer to the chapter 'Features tables' in the "Cross-functional tables" guide and the chapter "Customizing the database" in the AssetCenter Administration Guide.

In the Portfolio items table, you can also divide a batch. The Dividing a batch [page 40] wizard enables you to assign a batch a new location, a new department, a new cost center, etc. Each batch created using the Dividing a batch [page 40] wizard stays linked to the same record in the Assets table. This enables you to track together items that have different contextual information.

➡ Batches [page 38].

Reserving portfolio items

An item can only be reserved if the **Assignment** field (SQL name: seAssignment) in the **General** tab of the detail of the item is set to **In stock** or **Awaiting receipt**.

Several methods are available for reserving portfolio items.

From the portfolio item detail

To reserve a portfolio item:

1 Display the list of portfolio items via the **Portfolio/Portfolio items** menu.
2 Specify the request line of the selected portfolio item.
3 Display the **Reservation** tab of the detail of the portfolio item you want to reserve.
4 Specify the reservation start and end dates as well as the person who reserved the asset.

To delete a reservation, modify the value of the **Assignment** field, or delete the values of the fields relative to the reservation.

From a purchase request

A purchase request may include:

• Items to be ordered that do not yet exist in the Portfolio items table.
• Items to be reserved via the purchase request. These items have already been created in the Portfolio items table, and they meet the conditions defined above.

To reserve a portfolio item via a purchase request:

1 Display the purchase request detail.
2 Display the detail of the request composition by clicking **Compo..**
3 Go to the **Reservations** tab.
4 Click ⊞
5 The displayed window lists portfolio items whose **Assignment** field (SQL name: seAssignment) indicates **In stock** or **Awaiting delivery**.
6 If there are portfolio items corresponding to these criteria in the database, select them, then click **Select** to reserve them. Otherwise, click **New** to

create new portfolio items. The **Assignment** of the portfolio items that you create should show **In stock** or **Awaiting delivery**. Populate the necessary fields, then click **Add** to create the portfolio item, then **Select** to reserve it.

7 Validate the reservation by clicking **Modify** in the detail of the request composition, then in the request detail.

8 You can also populate the **End date** (SQL name: dReservEnd) field of the asset detail. To do so, click the ▣ button in the **Reservations** tab in the detail of the request composition.

To delete a reservation made through a request:

1 Select the reservation from the list in the **Reservations** tab of the request composition detail.

2 Click ▣ to delete the reservation.

Impact on stock management

Reserving a portfolio item affects the management of the stock for that portfolio item: Reserved portfolio items are no longer counted when stock levels are checked (➟ Creating stock rules [page 56]).

🖊 Note:

The stock to which a reserved portfolio item is assigned is indicated in the **Stock** field (SQL name: Stock) in the **General** tab of the portfolio item detail.

Managing the end of a portfolio item's life

When a portfolio item is no longer used (written off, destroyed, stolen, sold, etc.), you may want to leave it in the database and just modify its description to take into account its new status.

To show that a portfolio item is no longer used:

1 Select the item that is no longer used.

2 In the **General** tab, set the **Assignment** field (SQL name: seAssignment) to **Retired**.

3 If necessary, unlink the item from its parent item by clearing the **Component of** (SQL name: Parent) field.

4 In the case of an asset or a tracked batch, update the **Fixed Asset, Contracts, Maint., Acquis., Connections** and **Projects** tabs in the Assets table.

Note:

When the record of a portfolio item is destroyed, all information concerning this item is lost for good. We recommend simply retiring items that are no longer used but for which information needs to be kept.

Assets linked to a contract

You can associate an asset with one or more contracts.

These associated contracts can be viewed in two of the tabs in the Asset's table: **Contracts** and **Acquis**.

Note:

In this section, **Assets** covers both assets and batches, which have similar records in the Assets table.

The Contracts tab

The **Contracts** tab presents the list of all the contracts associated with the asset.

A specific filter is located at the top of the tab.

This filter enables you to view the contracts based on three conditions:

- **All**: displays all the contracts.
- **Current**: displays only the current, valid contracts for a given period.
- **Expired**: displays out-dated contracts.

The associated contracts are listed and sorted according to their nature, company, start date, end date or the date the asset was put on that contract.

When you add a contract, or when you consult the contract line, a new window opens displaying the detail of that contract line.

- Select the desired contract, then enter the date on which the asset is added to it, as well as the asset's planned removal date from the contract.
- You can also populate the **Authorization** and **No. of utilizations** fields, but they are not mandatory.

The Acquis. tab

An asset can be acquired within the framework of a contract.

The **Acquis.** tab enables you to associate a contract with an asset using any of the following methods:

- Purchase
- Rental
- Lease
- Loan

According to the acquisition method, sub-tabs enable you to specify the details of the acquisition contract.

Refer to the **Contracts** guide for more information on how to create and manage contracts associated with an asset.

Stocks

A stock contains in-stock portfolio items or those awaiting delivery.

In the detail of a portfolio item, the **Assignment** field (SQL name: seAssignment) in the **General** tab is set to **In stock** or **Awaiting receipt**. Example: a portfolio item recently bought but not yet been installed or given to a user. These portfolio items can be seen in the **Portfolio** tab of the stock detail.

AssetCenter enables you to set up automatic stock reorder rules. AssetCenter Server monitors stock reorder levels.

Warning:

You need to run AssetCenter Server on a client or server station so that it can monitor the stock reorder levels.

You can create as many stocks as you want using AssetCenter.

To access the Stocks table, perform one of the following actions:

- Select **Stock** from the **Portfolio** menu.
- Click **List of stocks** in the Functions and favorites pane (**Portfolio** section).

Creating stock rules

AssetCenter enables you to associate rules with a stock that will trigger automatic purchase requests in order to replenish your stock with portfolio items.

These stock management rules are defined in the **Management** tab of a stock detail. Each rule is associated with a model and indicates the quantity that is needed in order for the portfolio items to exist in the same number as indicated for the model.

It is AssetCenter Server that verifies the level of replenishment of stock lines.

To create a stock rule:

1 Click the **Manage** tab.

2 Click ▣

3 Wait until the **Add a stock management rule** window appears.

4 Specify the model of the portfolio item for which you want to create a stock rule (Example: ink cartridges for printers).

5 Populate the **Reorder level** field with the quantity for which the purchase order request is automatically created (Example: 5).

6 Populate the **To order** field with the number of portfolio items to order.

   If a portfolio item is an asset or a tracked batch, AssetCenter Server creates a purchase order whose **Quantity** field is equal to 5. Upon receipt of an order based on this request:

   • In the case of an asset, 5 records are created in the Portfolio items table.

   • In the case of a tracked batch, a record with a quantity of 5 is created in the Portfolio items table.

For each stock management rule relating to a model:

1 AssetCenter Server calculates the quantity of items available from the **Portfolio** tab of the stock detail.

   For portfolio items corresponding to tracked batches, AssetCenter Server verifies that the quantity of the items in the batch equals the amount indicated in the **Quantity** field.

2 Using the quantity indicated in the **Reorder level** field (SQL name: lReordLevel) of the stock rule detail, **AssetCenter Server** automatically creates a purchase request order.

3 As long as the request has not been entirely received, AssetCenter Server will not verify the stock management rule that it has generated. So, no new requests will be sent out until the previous request has been fully received.

4 As soon as the request has been entirely received, AssetCenter Server:
- Readjusts the stock levels.
- Deletes the contents of the **Request line** field (SQL name: ReqLine) from the stock rule detail.
- Re-enables the stock management rule.

✎ Note:

The frequency with which the stock table is verified is defined at the level of AssetCenter Server.

Calculation of the number of items effectively available

To count the number of items currently available during each stock-rule verification for a given model, AssetCenter Server counts the number of items based on this model contained in the **Portfolio** detail of the stock.

Only the unreserved portfolio items are counted.

Creating reorder requests

If necessary, AssetCenter Server generates a purchase-order-request line to reorder stock for each stock rule:
- The purchase-order parameters are described in the **Auto-request** tab of the stock detail.
- The purchase order specifies the quantity to be reordered in the **To order** field (SQL name: lQtyToOrder) of the stock rule detail.

When a purchase request created automatically through stock level verification is delivered, the quantities in stock are adjusted.

Stock management procedure

This section details the following points:
- List of portfolio items in stock.
- Placing portfolio items in stock.
- Issuing portfolio items from a stock.

List of portfolio items in stock

The **Portfolio** tab of the stock detail lists all the portfolio items in the selected stock.

Filters

Above the list of portfolio items in stock are three filters:
- ![icon] First simple filter.
- ![icon] Second simple filter.
- ![icon] Third simple filter.

Between the filters there is an "AND" condition (in the SQL sense).

Tree view of the list of the portfolio items in stock

When you list the portfolio items in stock using a tree view:
- If an item in stock contains items associated with it, but that are not in stock, these items will not be displayed.
- If an item in stock is a sub-item of other items, the entire chain of parent items appears. The parent items that are not in stock appear in gray.

Placing items in stock

There are several ways of putting items in stock:

From the detail of portfolio items

In the **General** tab of portfolio items:
1. Set the **Assignment** (SQL name: seAssignment) field to **In stock.**
2. Select the stock in the **Stock** field (SQL name: Stock).

From the stock detail

In the **Portfolio** tab of the stock detail, use the ![icon] button to add items.

From an order detail

The purchase-order composition lines creating portfolio items can create items in stock. To do this:
1. Select the appropriate order in the table of orders (via the **Procurement/ Orders** menu).

2   For each purchase-order composition line creating a portfolio item, verify that the **Deliv. stock** field (SQL name: Stock) of the **Purchase** tab indicates the name of the stock. Otherwise, you need to populate this field.

3   To create the portfolio items awaiting receipt, make sure the **Ord. status** field is set to **Validated** or **Ordered**. Click **Create**: The portfolio items are created in the portfolio items table.

For each item thus created in the Portfolio items table:

- The **Assignment** field in the **General** tab of the item's detail indicates **Awaiting receipt**.
- The **Stock** field has the same value as in the **Delivery** field of the **Purchase** tab of the item's order-composition line.

Issuing assets from a stock

There are several ways to take items out of stock:

From the detail of portfolio items

In the **General** tab of a portfolio item's detail:

1   Display the list of portfolio items in "List and Detail" mode.
2   Select all the portfolio items that you want to remove from stock.
3   Set the **Assignment** field (SQL name: seAssignment) to **In use**.
4   Select the user and the manger of these items if they all items belong to the same user and manager.
5   Define the location as well, if they all have the same location.

From the stock detail

1   Go to the **Portfolio** tab of the stock detail.
2   Select all the items to remove from stock.
3   Click ▢ to the right of the list. In this case, the value of the item's **Assignment** field changes to **In use**.

Or:

1   Go to the **Portfolio** tab of the stock detail.
2   Click the ▢ button for each item that you want to remove from stock.
3   Select **In use** for the **Assignment** field, in the **General** tab of each item's detail.
4   Select the user, the manager and the location for each the portfolio item.

3 IT portfolio

CHAPTER

AssetCenter has been specifically designed to help manage your IT portfolio. For every computer in your IT portfolio (computer, workstation, laptop, server, etc.) AssetCenter provides you with a multitude of fields and tables to help you manage it.

Computers

We recommend that you manage your computers individually. This method of management enables you to define a computer's technical data in its model.

Individualized management is also the only type of management allowing a record to be present in the Portfolio items table, the Assets table and the Telephones table at the same time (➥ Overflow tables [page 19]).

Creating a nature for computers

To create a nature for a computer that you want to manage individually:
1   Display the list of natures.
2   Click **Create**.

3 Enter the name and the code of the nature you are creating (example: Computer and Computer).

4 Select **Portfolio item** in the **Create** field.

5 Select **Computer** in the **Also create** field.

The Computers table is used to integrate Remote Control in AssetCenter.

6 Select the **Has software installed** and **Can be connected** options.

7 Click **Create** to confirm your creation.

Creating a computer model

Creating a computer model is exactly the same as creating any other model (➨ Models [page 30]). You just need to choose the nature for computers (➨ Creating a nature for computers [page 61]).

Since the Models table enables you to organize your portfolio, we suggest that you create generic models. For example: Let's say you create the model **Computer** and sub-models **Office computers**, **Laptops** and **Servers**. Using these sub-model, you can create computer models that you will use to create the computer assets in your portfolio.

Creating a computer model (example)

This section will show you how to create a computer model with the following features:

- HP VECTRA VL 800 computer
- Intel® Pentium® 4 1.3 GHz processor
- 128 Mo standard RDRAM memory
- 40 GB hard drive
- 3.5", 1.44 Mo disk drive
- DVD-ROM 12x/40x
- HP multimedia keyboard
- HP optical mouse device

To create the model of this computer:

1 Display the list of models.

2 Click **New**.

3 Enter **VECTRA VL 800** in the **Name** field.

4   Enter **Hewlett-Packard** in the **Brand** field.

5   Select, for example, **Office computer** in the **Sub-model of** field.

6   In the **General** tab, enter or select in the **Nature** field a nature which will allow you to create computer models. (➡ Creating a nature for computers [page 61])

7   In the **Hardware** tab, enter the data corresponding to your computer:
   - **Pentium 4** in the **CPU** field.
   - **1300** in the **CPU speed** field (in megahertz by default).
   - Enter **128** in the **Memory** field.
   - Enter **40000** in the **Disk size** field.

8   Click **Create** to confirm your creation.

9   Repeat the same steps to create models corresponding to the different items associated with your computer:
   - Disk drive
   - DVD drive
   - Keyboard
   - Mouse

   You cannot associate models with other models. On the other hand, you can, when you create your VECTRA VL 800 computer, associate it with these different assets based on these models (➡ Portfolio items associated with an asset [page 36]).

Creating computers

The computers are recorded in three different AssetCenter tables:
- The Portfolio items table (amPortfolio)
- The Assets and batches table (amAsset)
- The Computers table (amComputer)

   This table is dedicated to the future integration of Remote Control in AssetCenter.

The following diagram illustrates which tables deal with computers.
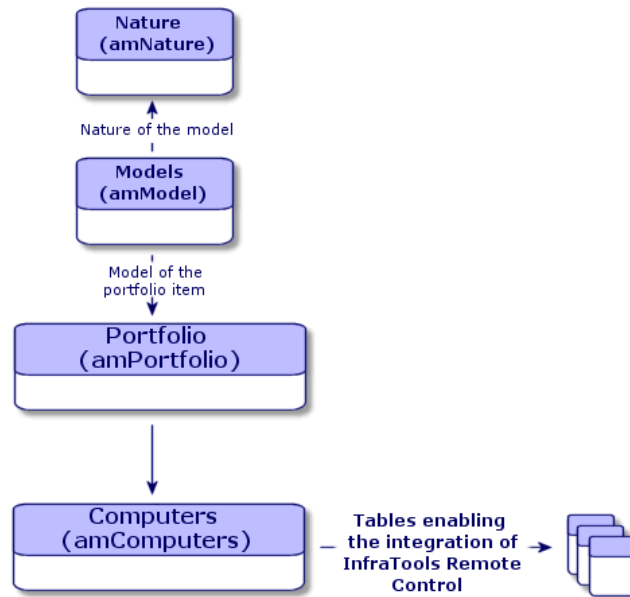
Since the creation of a computer is similar to the creation of an asset, you should refer to the section Creating an asset [page 35]. To associate portfolio items with a computer, refer to the section Associating portfolio items to an asset [page 37]. The assets associated with a computer are its peripheral devices (keyboard, printer, various drives), its software applications and its consumable products.

Standard configurations

Standard configurations include a CPU, its standard peripheral devices and standard software applications. They correspond to the packaged offers that many IT suppliers provide.

Depending on your needs, you can manage the entire standard configuration as an individual asset, or you can manage each separate element of the configuration as its own asset and then associated them with each other.

Managing a standard configuration as an individual asset

To manage a standard configuration as an individual asset, you need to create a model corresponding to this configuration. Once the configurations that rely on this model have been created, you can associate them with other items in the portfolio that are not included in the configuration: consumables, new software, new peripheral devices, etc.

Advantages

Managing a standard configuration as an individual asset enables you to reduce the number of records you create. Since this standard configuration represents just one record in the Assets and Batches table, you reduce costs tied to tracking these assets financially: depreciation, individual purchasing price, simplified accounting, etc. On the other hand, tracking major changes (deletions, updates) of one of the configuration items can only be done with the help of a complex adjustment operation.

Managing standard configuration items as associated assets

To manage standard-configuration items as associated assets, you need to:
1 Create records corresponding to these assets in your portfolio (➡ Creating an asset [page 35])
2 Choose a main item among all those included in the standard configuration (example: the CPU).
3 Associate this main item with the other items in the configuration (➡ Portfolio items associated with an asset [page 36]).

Advantages

Managing a standard configuration as individual, associated assets enables you to track each item precisely. Thus, all you need to do to replace a keyboard, for example, is delete the link going to that keyboard and create a new link to the new keyboard that you are going to use instead.

Connections between computers

AssetCenter enables you to describe the connections that exist between computers.

The connection model used in AssetCenter describes a generic connection between computer A and computer B. You can customize this model and describe any type of connection you want, and, in particular, the Client/Server type connection. This idea of connections between computers can be found in the following parts of AssetCenter:

- In the **Ports** tab of a model detail (amModel) or an asset detail (amAsset).
- In the list of connection types (amCnxType).

Prerequisites

The connections are described in the **Ports** tab of an asset detail. This tab only appears if the **Can be connected** option has been selected for this asset's model in the Nature table. (➡ A nature's behavior criteria [page 26] and Natures [page 27]).

Note:

A computer can have an unlimited number of ports, each one identified individually by a number. Each port, however, can only be involved in one connection.

Ports

The connection between two computers is created with ports. This connection is only valid when the port of computer A and the port of computer B are linked together. This connection is reciprocal: It appears in the **Ports** tab of details of all of the computers involved in the connection. A connection port can be:

- Occupied (linked to a port of another computer or to a different port of the same computer). In this case, it is described in the following way:

```
<Computer> <Port number> - <Port number> <Computer>
```

For example, the connection between computer A and computer B is described in the following way:

- In the detail of computer A:

```
<Computer A> <Port number of computer A> - <Port number of computer
 B> <Computer B>
```

- In the detail of computer B:

```
<Computer B> <Port number of computer B> - <Port number of computer
 A> <Computer A>
```

- Free (available for a connection). In this case, it is described in the following way:

```
<Computer> <Port number> -
```

Creating a connection

In this section, we will use an example to illustrate the method we use to create a connection between two computers: a server and a client post. The example breaks itself down into the following steps:

1 Creating a connection.
2 Creating computers to connect.
3 Declaring the connection.
4 Providing supplementary information on the connection.

Creating a connection

Creating a connection type enables you to link two types of ports, identified by the following fields:

- **Type** (SQL name: Type), which designates the source port.
- **Targ. type** (SQL name: TargetType), which designates the target port associated with the source port.

This relation only works in one direction. In a connection, selecting for your port a source port-type forces you to choose a destination-port type to which to connect it. On the other hand, selecting for your port a target-port type does not force you to choose the type of source port for the computer to which it is connected. The result is that, to create a reciprocal connection, you need to create two symmetrical connection types. For example, in the case of a Client/Server connection:

- From "Client" type to "Server" type.
- From "Server" type to "Client" type.

In this section, we are going to create a reciprocal Client/Server connection model. Selecting this model when you create the connection between computer A and computer B triggers the following automatic mechanisms:

- If the type of port for asset A is "Client", then type of port to which it is connected on asset B becomes "Server".
- If the type of a port on asset A is "Server", then the type of port to which it is connected on asset B becomes "Client".

Note:

This automatic mechanism is invoked only when the connection is created directly.

Opening the Connection types screen

Select **Administration/ Connection types**.

Creating a Client/Server type of connection

Create the Client/Server type of connection by following these steps:

1 Click **New**.
2 Set the **Type** field to "Client".
3 Set the **Targ. type** field to "Server".
4 You can enter an additional description in the **Description** field (SQL name: memDescription), but this is not mandatory.
5 Click **Create** to confirm your creation.

Creating a Server/Client type of connection

Create the Server/Client by following these steps:

1 Click **New**.
2 Set the **Type** field to "Server".
3 Set the **Targ. type** to "Client".
4 You can enter an additional description in the **Description** field (SQL name: memDescription), but this is not mandatory.
5 Click **Create** to confirm your creation.

Creating the computers to connect

Step 1: Creating two computer models

To create a server model and a client model, refer to the section Creating a computer model (example) [page 62].

When you create the computer models, populate the fields in the **Ports** tab. The computers later on created from these two models in the Assets table will inherit the features that you enter in this tab.

The following table shows you examples of a server model and a client model.

Server	Client
• Sun Microsystems Sun Fire 15K	• HP VECTRA VL 800 computer
• UltraSparc III 64-bit 900 MHz	• Intel® Pentium® 4 1.3 GHz processor
	• 128 Mo standard RDRAM memory
	• 40 GB hard drive

Once you have created your two computer models, you can create the computers' records in the Assets table using the information from the computer models (➙ Creating an asset [page 35]).

Step 2: Creating the computers in the Assets table

Select the **Portfolio/ Assets and batches** menu or click . AssetCenter displays the detail screen for the assets. Create two new assets by selecting for each one of them one of the two models previously created. Validate these creations by clicking **Create**.

Declaring the connection

Methods for creating a connection

There are two ways to create a connection between two computers:
• Creating a port on each of the computers in question, then by attaching these ports to create the connection. We suggest you use this method to create connections.
• Creating the connection directly from either of the two computers.

We will connect two assets using both methods.

Creating ports on each asset, then attaching these ports

From the list of records in the Assets and Batches table, select **Sun Fire 15K** and click the **Ports** tab in the asset detail. Now you will create a vacant port for this computer in the following steps:

1 Click the ⊞ button. AssetCenter displays the screen for creating connection ports on the **Sun Fire 15K.**

2 We simply want to create a vacant "Server"-type port. Consequently, the **Targ. asset** and **Targ. port** fields (SQL: TargetAsset and TargetPort) will be left empty. (These are the fields that enable you to identify the asset and the port of the asset to which you are connected.)

3 Set the **Port type** field (SQL name: Type) to "Server".

4 Click **Create** to confirm your creation.

5 Note that the port is displayed in the **Ports** tab as:

1

Now you will perform the same operation for the **VECTRA VL 800** computer:

1 Select **VECTRA VL 800** and click the **Ports** tab in the asset detail.

2 Click ⊞. AssetCenter displays the screen for creating connection ports for this asset.

3 Populate the **Type** field only; set its value to "Client".

4 Click **Create** to confirm your creation.

5 Note that the port is displayed in the **Ports** tab as:

1

All that remains is to connect these two ports. You can do this from one of the two computers:

1 Select **Sun Fire 15K** and click the **Ports** tab.

2 Select port **1** and then click 🔍.

3 Now populate the **Target asset** field (SQL name:TargetAsset) by selecting the **VECTRA VL 800** client.

4 The **Target port** field (SQL name: TargetPort) lists all the vacant ports for this asset.

🖊 Note:

You can also choose a port directly from the list of ports by clicking ⊞. When you choose a port from this list, AssetCenter automatically populates the **Target asset** field (SQL name: TargetAsset).

5   Click **Modify** or **Close**.

6   In the detail of the **Sun Fire 15K** asset, the connection is displayed as:

```
1 - 1 (<AssetTag of the target asset>)
```

In the detail of the **VECTRA VL 800** asset, the reciprocal connection is created, i.e.:

```
1 - 1 (<AssetTag of the target asset>)
```

7   The connection is validated.

Directly creating a connection

Note:

To create this connection while keeping the previously created computers, you must delete the entries in the **Ports** tab for each of the computers. To do this, select them and then click the ▭ button.

From the list of records in the Assets table, select **Sun Fire 15K**and click the **Ports** tab in the asset detail. Now you will create a connection to **Sun Fire 15K** using the following steps:

1   Click the ⊞ button. AssetCenter displays the screen for creating connection ports on the **Sun Fire 15K** computer.

2   Populate the **Target asset** field (SQL name: TargetAsset) and set its value to **VECTRA VL 800**.

3   Set the **Type** to "Server".

4   Click **Add**.

AssetCenter automatically creates:
- A "Server" type port on the **Sun Fire 15K** computer.
- A "Client" type port on the **VECTRA VL 800** computer.
- A connection between these two ports.

Additional information on a connection.

AssetCenter enables you to add information about a connection via the connection detail. In the asset detail, click the **Ports** tab, select an existing connection and click the ▧ button. AssetCenter displays the connection detail. Use the **Connection** field (SQL name: Connection) to define additional information. When you click the ▧ button, AssetCenter displays the connection detail screen:

Note:

No automatic calculations are associated with the fields in this screen. In particular, expense lines are not generated for expenses related to a connection.

Managing connections

This section explains how to manage a connection. You will find information on the following topics:

- Viewing the number of connections.
- Terminating a connection between two assets.
- Impact of deleting a connected asset.
- Impact of changing the port assignment of a connection.

Viewing the number of connections

The information in the **Ports** tab of an asset detail enables you to track an asset's connections. The **Max no. connections** and **Current connections** fields (SQL names: sMaxCnxCount and sCnxCount) describe the number of possible connections and the actual number of connections for an asset, respectively. AssetCenter updates the **Current connections** field (SQL name: sCnxCount) when adding or deleting a connection.

Note:

The **Max no. connections** field provides an approximate value; it does not trigger any automatic mechanisms. AssetCenter does not prevent you from creating an additional connection if the actual number of connections is greater than the number of possible connections.

Deleting a connection between two assets

This is the procedure for deleting a connection:

1 Move to the detail of one of the assets.
2 Click the **Ports** tab and select the connection you want to delete. Click the ⊠ button.
3 AssetCenter displays the connection detail.

4   Clear either the **Target asset** or the **Target port** fields (SQL names: TargetAsset and TargetPort) and click **Modify**, AssetCenter deletes the connection between the two assets. As a result:
   • Additional connection information (accessible from the **Connection** field (SQL name: Connection)) is erased.
   • The ports used for the connection are freed.

Note:

If you click the ▣ button in the **Ports** tab of the detail of one of the connected assets, you will also delete the ports used in the connection.

Impact of deleting a connected asset

When you delete a connected asset, AssetCenter performs the following operations. It:
• Deletes all the connections associated with the asset.
• Deletes all the ports of the asset.
• Frees the ports of all the assets connected to the asset just deleted.

Impact of changing the port assignment of a connection

You can modify the assignment of a connection port by:
• Completely freeing the port; now it is available for a new connection.
• Connecting the port to a port other than the one originally assigned. In this case, the target port to which the port was previously connected is freed, and it is available for a new connection.

Remote Control

Available functions

AssetCenter enables you to remotely control a computer in the **Computers** table (**amComputer**) by launching the Manager module of Remote Control from this table.

Prerequisites

To integrate Remote Control, you must:

1 Install Remote Control from the AssetCenter installation CD-ROM.

2 Install or deploy the Agent module on the computers you wish to control.

3 Customize the **Remote Control** action provided with AssetCenter database in order for it to match the required control type: By broadcast, by direct access or by a server.

To check that this action is configured as required:

1 Select **Tools/ Actions/ Edit**.

2 Select the **Remote Control** action.

3 Select the **Executable or DDE** tab.

> Warning:
>
> The default parameters only allow remote control by direct access.
>
> To create a new action with the required parameters: → To create a new Remote Control action [page 75].

4 Make sure the **Name** field (**Name**) of the compter in the **Computers** table (**amComputer**) matches the computer in the list of remote computers of the Manager module of Remote Control.

> Note:
>
> You can populate the **Computers** table (**amComputer**) using the **NT domain computer import wizard** action (**Tools/ Actions**).
>
> → To populate the Computers table (amComputer) [page 79].

To install Remote Control

1 Insert the AssetCenter installation CD-ROM.

2 Wait for the automatic installation program to launch.

3 Select Remote Control.

4 Select the full installation.

5 Click **Next**.

6 Confirm or clear the default values proposed to move to the end of the installation.

To install the Agent module

1 Insert the AssetCenter installation CD-ROM.
2 Wait for the automatic installation program to launch.
3 Select Desktop Agents.
4 Select the full installation.
5 Click **Next**.
6 Confirm or clear the default values proposed to move to the end of the installation.

Deploying the Agent module

To deploy the Agent module on the computers you wish to control remotely, you must:

1 Install the Desktop Administration module on a deployment computer.

To install the Desktop Administration module, consult the **Desktop Administration** guide, chapter **Setting up the deployment module/Installation**.

2 Deploy the Agent module on the computers you wish to control.

To perform this deployment, consult the **Desktop Administration** guide, chapter **Setting up the deployment module/ Installation/ Installing Agents with MassDeploy**.

To create a new Remote Control action

1 Display the list of actions (**Tools/ Actions/ Edit**).
2 Select the action **Remote Control**.
3 Click **Duplicate**.
4 Name this new action.

Example: **Custom Remote Control**

5 Click **Create**.
6 Select the **Executable or DDE** tab.
7 Modify the command line in the **Parameters** zone.

The default parameters are the following:

```
-host:[Name] -mode:gui -close
```

To learn more about the parameters, refer to the Remote Control **User's guide,** chapter **Using the manager,** section **Using the manager from the command line.**

Add the -**type:srv** parameter if the computers to control are managed by a Remote Control server (and not **Direct Access** computers).

8 Click **Modify.**

To associate a new remote control action with the Control button

1 Display the options window (**Edit/ Options**).
2 Select the option **Edit/ Enable customization of processes.**
3 Set this option to **Yes.**
4 Click **OK.**
5 Display the list of computers (**Portfolio/ Computers**).
6 Right click the **Control** button.
7 Select **Edit customization** from the contextual menu.
8 Select the action you have created in the window that is displayed.
9 Click **OK.**

Taking control of a computer from AssetCenter

To take control of a computer:
1 Display the list of computers (**Portfolio/ Computers**).
2 Select a computers.
3 Click the **Control** button in the window of the computer's detail.

For more information on the integration of Remote Control, refer to the Remote Control **User's guide,** chapter **Integrating your other applications with Remote Control,** section **Integrating Remote Control with AssetCenter.**

Automatic inventory scan

Available functions

Integrating InfraTools Desktop Discovery (IDD) or Desktop Inventory (PDI) enables you to perform the following operations:

- Trigger the scan of a computer from the the **Computers** table (**amComputer**).
- Update the **Computers** table (**amComputer**) using the scan data

Prerequisites

To integrate InfraTools Desktop Discovery or Desktop Inventory in order to perform automatic inventory scans, you must:

1 Install Desktop Administration from the AssetCenter installation CD-ROM.
2 Configure the Desktop Administration server.
3 Install Connect-It from the AssetCenter installation CD-ROM.
4 Activate the **Update the database with the results of the scanners** module(s) in AssetCenter Server.
5 Populate the **Computers** table (**amComputer**) with the computers you wish to scan.
6 Install the Agent module on the computers

Installing the Agent modules:

1 Insert the AssetCenter installation CD-ROM.
2 Wait for the automatic installation program to launch.
3 Select the **Desktop Agents** from the welcome screen.
4 Select the full installation.
5 Click **Next**.
6 Confirm or clear the default values proposed to move to the end of the installation.

InfraTools Desktop Discovery and Desktop Inventory scan executables compatible with the Connect-It scenarios are installed with the agents.

By default, these executables are available in the following folders:

1 **[Desktop Administration Server installation folder]/depot/idd/scanW32.exe**

2 **[Desktop Administration Server installation folder]/depot/pdi/scanW32.exe**

To configure the Desktop Administration server

1 Select **Start/ Program/ Peregrine/ Desktop Administration Server/ Server configuration tool.**
2 Select **Server/ Configure the database.**
3 Select your AssetCenter database in the **Database** field.
4 Click **OK.**
5 Select **Service/ Start.**
6 Select **File/ Exit.**

To install Connect-It

1 Insert the AssetCenter installation CD-ROM.
2 Wait for the automatic installation program to launch.
3 Select the Connect-It from the welcome screen.
4 Select the full installation.
5 Click **Next.**
6 Confirm or clear the default values proposed to move to the end of the installation.

To activate the database update modules

1 Start AssetCenter Server.
2 Select **File/ Connect.**
3 Select your connection in the dialog box.
4 Click **Open.**
5 Select **Tools/ Configure modules.**
6 Select one of the following modules:
   • **Update the database with the results of the scanners (IDD)**
   • **Update the database with the results of the scanners (PDI)**
7 Select the option **Enabled** in the detail of the module.
8 Click **Modify.**
9 Click **Close.**

To populate the Computers table (amComputer)

1 Start AssetCenter.
2 Select **Tools/ Actions/ NT domain computer import wizard**.
3 Select the domain with which you want to populate the **Computers** table (**amComputer**).
4 Click **Next**.
5 Make sure the computers you wish to recover are in the selected domain.
6 Click **Finish**.
7 Wait for the progress bar to reach 100%.
8 Click **OK**.

To trigger the automatic inventory scan of a computer

1 Select this computer in the **Computers** table (**amComputer**).
2 Click **Scan**.
3 Select **IDD scan** or **PDI scan** in the **Select deployment workflow** field.
4 Select the deployement server in the **Server** field.
5 Click **OK**.

To modify the IDD/PDI to AssetCenter scenarios in Connect-It

1 Start the Connect-It scenario editor.

   By default: **Start/ Peregrine/ Connect-It/Connect-It scenario builder**.
2 Select **File/ Open**.
3 Select the scenario from the following scenarios:
   • **[Connect-It installation folder]/ scenario/idd/iddac41/iddac.scn**
   • **[Connect-It installation folder]/ scenario/pdi/pdiac41/pdiac.scn**
4 Modify the mappings in these scenarios.

   To modify the mappings, refer to the Connect-It **User's Guide** (**F1**).

Installing a full version of InfraTools Desktop Discovery

AssetCenter is only provided with certain InfraTools Desktop Discovery components.

Installing the full version of InfraTools Desktop Discovery enables you to:

- Create your own scan executables
- Add new software signatures, which can be recognized by the scanners (**.sai** files)

Configure the **iddac.scn** or **pdiac.scn** scenario depending on the network scan tool you are using.

4 Software

AssetCenter has numerous functions enabling you to efficiently manage the software used by your company. You can:

- Manage software differently depending on their specific features: free software, proprietary software, custom-made software, etc.
- Manage software suites : Microsoft Office, Sun Star Office, etc.
- Set up regular inventories of the software.
- Take a census of the number and identity of your software users.
- Make sure you are in compliance with the software provider: Comparing the number of installations/utilizations with the number of the license/entitlement rights
- Make sure you are in compliance with you internal policies: Comparing the number of installations/utilizations with the number of internal entitlements
- Link each software to a specific contract.
- Etc.

Implementation

Managing software in your production database

To be able to work in your production database, you must import the system data and **Software management** line-of-business data.

Importing the System data when you create your database

Proceed in the following manner:

1 Execute AssetCenter Database Administrator.
2 Select the **File/ Open** menu item.
3 Select the **Open database description file - create new database** option.
4 Select the file **gbbase.xml,** which is located in the **config** sub-folder of the AssetCenter installation folder
5 Select the **Action/ Create database** menu item.
6 Check the **Create system data** option.
7 Populate the other fields and continue creating the database.

Importing the Line-of-business data when you create the database

Proceed in the following manner:

1 Execute AssetCenter Database Administrator.
2 Select the **File/ Open** menu item.
3 Select the **Open database description file - create new database** option.
4 Select the file **gbbase.xml,** which is located in the **config** sub-folder of the AssetCenter installation folder
5 Select the **Action/ Create database** menu item.
6 Check the **Import extra data** option.
7 Select the option **Software management - Line-of-business data** from the list **Data to import**
8 Populate the other fields and continue creating the database.

Importing the Line-of-business into an existing database

Proceed in the following manner:

1 Execute AssetCenter Database Administrator.

2 Select the **File/ Open** menu item.

3 Select the **Open database description file - create new database** option.

4 Select the file **gbbase.xml,** which is located in the **config** sub-folder of the AssetCenter installation folder

5 Select the **Action/ Create database** menu item.

6 Unselect the **Create database** option.

7 Unselect the **Create system data** option.

8 Check the **Import extra data** option.

9 Select the option **Software management - Line-of-business data** from the list **Data to import**

10 Click **Create**.

To learn more about installing AssetCenter

Refer to the **Installation** guide.

Licenses, entitlements, installations, utilizations and contracts

Managing a software application means managing its corresponding license agreements/entitlements, installations/utilizations and any related contracts.

Tables concerned by software management

In AssetCenter, the following tables are concerned by software management:

Table 4.1. Software - tables

Table	Use
Natures (amNature) and Models (amModel)	Create natures and models of: • Licenses/entitlements • Installations/utilizations • Contracts

Table	Use
Portfolio items (amPortfolio) and Asset (amAsset)	Create instances: • Licenses/entitlements • Installations/utilizations A portfolio item is always created. An asset is created for: • All licenses. • Entitlements, installations, and utilizations when they are associated with a model, itself associated with a nature whose **Management constraint** field (seMgtConstraint) is set to **Asset tag** or **Unique asset tag** (➡ Three management types [page 15]).
Software installations (amSoftInstall)	Each time a portfolio item corresponding to a software installation/utilization is created, a corresponding record is created in the Software Installations table.
Software counters (amSoftLicCounter)	Counters enable you to make sure you are in compliance with the software provider and you own internal policies. Counters compare the number of installations/utilizations with the number of license rights/entitlements.
Workflow schemes (amWfScheme)	This table contains workflow schemes, including a scheme used to verify software license compliance.
Actions (amAction)	This table contains wizards, including a wizard used to create counters.
Contracts (amContract)	This table enables you to create: • Acquisition contracts (linked to licenses) or maintenance contracts (generally linked to installations and sometimes to licenses) when necessary. • Microsoft Select type master lease contracts. • ASP type contracts.

Note:

In general, use portfolio items and assets to create licenses and installations. Contracts are complementary, when the portfolio items and asset are not sufficient on their owne to describe software-related information.

There is an exception: **ASP** type licenses are not **only** described by contracts.

Figure 4.1. Software - Physical data model
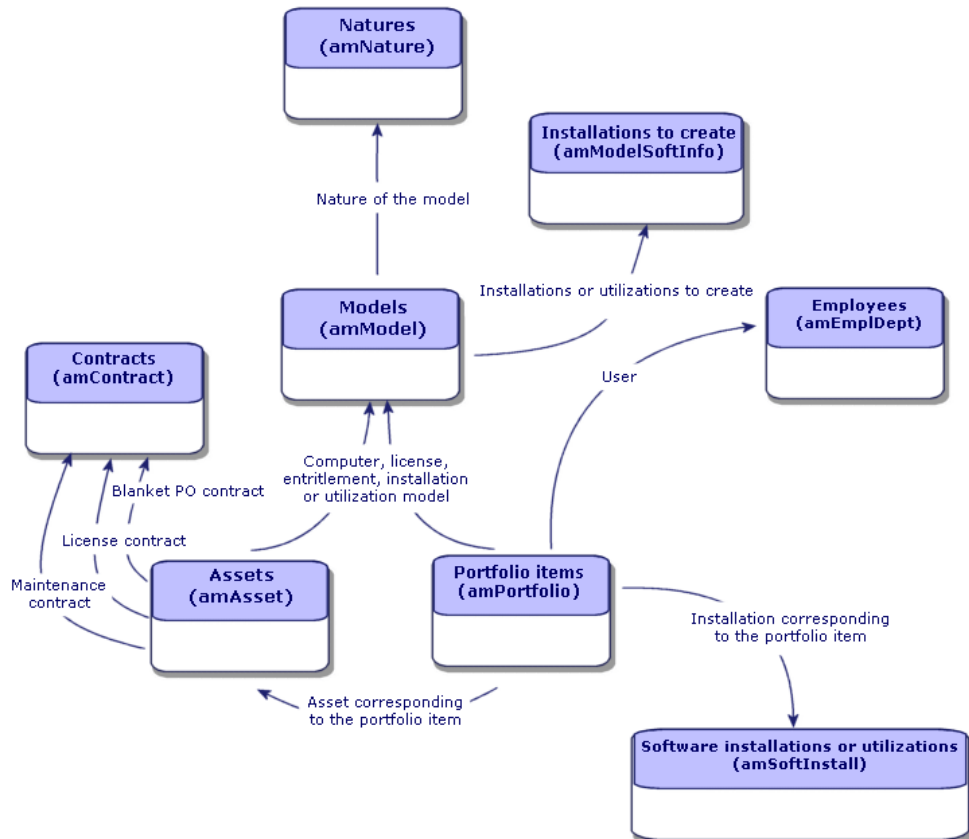
Link between installations/utilizations and licenses

You have the choice of two approaches:

- **Directly linking licenses with their installations/utilizations.**

  This requires detailed tracking in the field and in the AssetCenter database.

  When using this approch, start by creating the licenses, then create the installations/utilizations and link them back to the corresponding license.

- **Keep licenses separate from installations/utilizations.**

  Even if this does not seem the most rigorous method, it is the most realistic since software is most often installed from a CD-ROM or a server, independently of its license.

  When using this approach, create the licenses as and when they are aqcuired. Create the installations separately as and when you make them or when they are inventoried via an automatic network scan.

  Using software counters, you can reconcile licenses with installations/utilizations, even if there is not a direct link between them.

Management types

As for other assets and portfolio items, you must choose a management type for licenses, entitlements, installations and utilizations.

Their management type will depend on their importance and the way in which you choose to describe them:

- Individual management for expensive and indispensable software (AssetCenter, SAP, for example).

  → Assets [page 35].

- Collective management for software of little value that you purchase in large quantities (File compression software, for example).

  → Batches [page 38].

- Undifferentiated management for free software for which you only want to know the number of its users (RealPlayer type multimedia software, for example).

  → Untracked batches [page 43].

Software installations and utilizations

A software installation or utilization is also a portfolio item (➡ Portfolio items [page 27]). Just for any other portfolio item, you can choose an individual, collective or undifferentiated management for this item.

Manually creating a software installation/utilization

To create a software installation or utilization:

1 Create a nature for which the **Also create** field (seOverflowTbl) is set to **Software installations** (➡ Natures [page 27]).

2 Create a model based on this nature.

   Populate the fields in the **Soft. Install.** tab.

   The values of the fields in the tab will be inherited by all the software installations/utilizations created referencing this model.

3 Create a portfolio item based on the model previously created.

4 Populate the **Soft. Install.** tab in particular.

Number of points of a software installation or utilization

For certain licenses, the software installation/utilization corresponds to the consumption of a certain number of points. Example: A Microsoft Select license indicates that installing Microsoft Word corresponds to the consumption of 3 points. Thus, 100 of these such installations corresponds to 300 points.

When you use software installation counters (➡ Practical case 1b: Take license points into account and restrict the scope to a given department [page 103]), you can specify if the installation count should also count the number of points related to each installation/utilization.

Automating the creation of installations/utilizations

Creating installations/utilizations manually can provide tedious and unreliable:

• Tedious, because of the large numbers involved.

• Unreliable, because you rarely have control over what is installed.

The most effective and reliable way to represent the status of your installations/utilizations is to use automatic network inventory tools such as Network Discovery or InfraTools Desktop Discovery.

You can also make use of Desktop Administration, which enables you to automate and schedule network scans.

Using such tools, you can identify the installations by computer and then transfer this information to the AssetCenter database.

The Software installations table

Each time that a record corresponding to a software installation/utilization is created in the Portfolio items table, a corresponding record is automatically created in the Software installations table. This table is an overflow table. (➡ Overflow tables [page 19]).

You can access the Software installations table by selecting **Software installations** from the **Portfolio** menu.

In the list of portfolio items (**Portfolio/ Portfolio items**), a **Software inst.** tab is available for the records that correspond to a software installation/utilization. This tab reproduces the detail of the record from the Software installations table that corresponds to this item.

The detail of each software-installation record regroups the information entered in the **Software inst.** tab of the model upon which the installation is based.

Software licenses and entitlements

A software license or entitlement is a portfolio item (➡ Portfolio items [page 27]). Just like all other portfolio items, you can choose an individualized, collective or undifferentiated management of this item.

Creating a software license or entitlement

To create a software license/entitlement:

1 Create a nature with the **Also create** field (seOverflowTbl) set to **Nothing** and the **Software license** option selected (➡ Natures [page 27]).

2   Create a model based on this nature.
3   Populate the fields in the **License** tab.

The values of these fields will be inherited by all the software licenses/entitlements created referencing this model.

4   Create a software license/entitlement in the Assets table based on the model you just created.
5   Populate the **License** tab in particular.

Software control

Overview

Objectives of software control

Software control aims to check compliance:
*   With software providers
*   With your internal policies

Using software counters

Software control is achieved using the software counters.

The software counters are used to reconcile license rights/entitlements with installations/utilizations.

These counts can be grouped by records of a table of your choice (by employee or cost center, for instance).

Link between counters, licenses/entitlements, and installations/utilizations

The definition of counters is extremely flexible.

You can adapt them to:
*   the way in which you describe licenses/entitlements and installations/utilizations (there are numerous different ways of doing this)
*   the way in which you want to analyze the data (by employee, by site, etc.)

💡 Tip:

You can use the counters for other purposes than for software rights and installations/utilizations.

These guidelines for constructing counters do not cover all the different possibilities.

Main tables linked to counters

Figure 4.2. Software - tables linked to counters
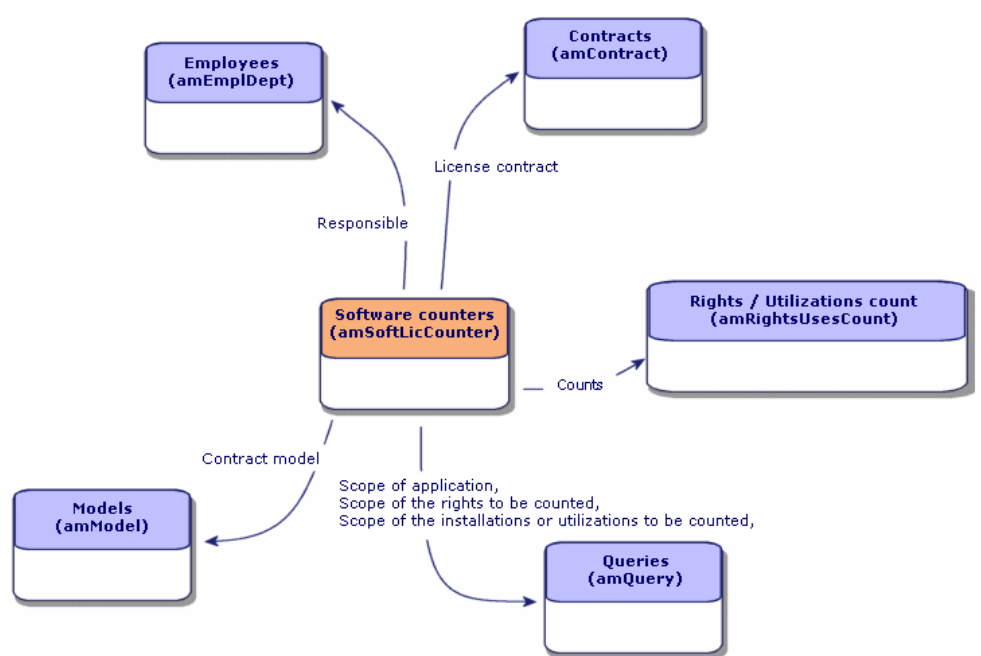
Figure 4.3. Software - tables involved in named entitlements
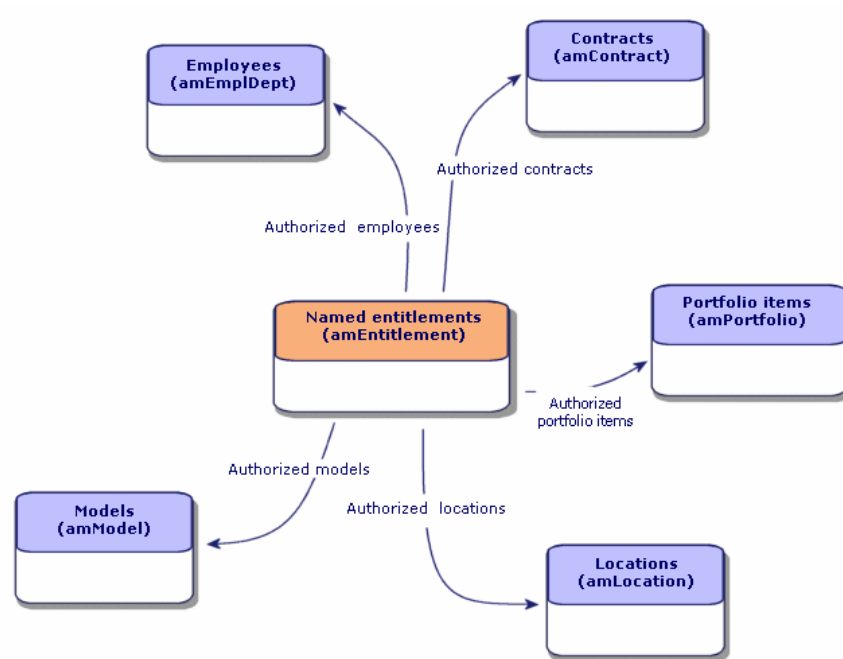
Figure 4.4. Software - link between counters, entitlements and portfolio items
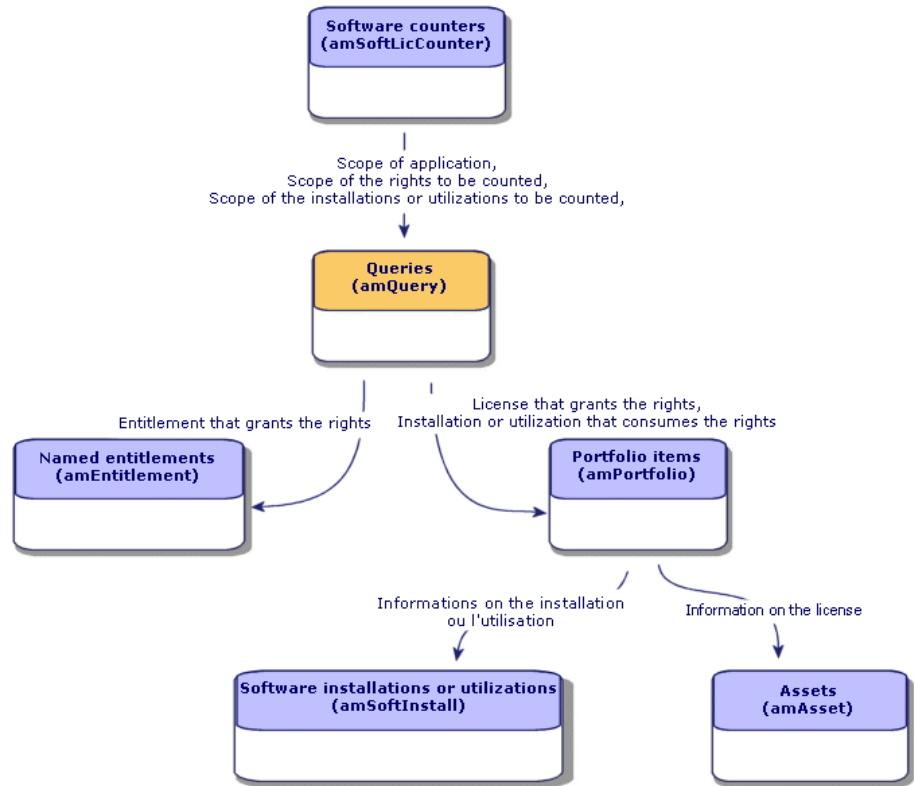
You will notice that there is no direct link between the counters and the objects that are counted. Queries are used to establish this link.

This method greatly increases the flexibility of counters. However, it requires appropriate queries to be designed.

Creating software counters

You can create counters by directly populating the fields in their corresponding details.

To create a simple counter, you can use the **Create a simple counter** wizard.

You can also create all types of counters using the **Create a counter** wizard. It guides you step-by-step through the process of creating a counter. Any counters you create using this method can, of course, be modified directly from the detail screen.

Creating a counter directly

To create a counter directly:

1 Display the counters (**Portfolio/ Software counters** menu).
2 Click **New**.
3 Populate the top half of the detail, and in particular the following fields and links:
   - **Group by** (Context): Select the **Employees (amEmplDept)** table, for example, if you want the **Results** tab to display a count line per employee.
   - **Scope of application** (Definition): Create and select a query if you only want to take into account certain records in the table indicated in the **Group by** field.
4 Populate the **Rights** tab, and in particular the following fields and links:
   - **Rights counter context** (LicContext): Select the **Assets (amAsset)** table, for example, if you want to account for license rights.
   - **Scope of the rights to be counted** (LicQuery): Create and select a query to identify the records whose rights you want to count.
   - **Rights -> Group By link** (LicGroupBy): Specify the link from the table specified in the **Rights counter context** field to the table specified in the **Group by** field. For example, from the **Assets (amAsset)** table to the **Employees (amEmplDept)** table, the link can be **PortfolioItem.User**.
   - Populate also the fields in the **Calculation method** frame, which describe the calculation required to obtain the rights count.
5 Populate the **Installations/Utilizations** tab, and in particular the following fields and links:
   - **Installation/Utilization counter context** (InstContext): Select, for example, the **Software installations or utilizations (amSoftInstall)** table if you want to account for software installations.
   - **Scope of the installations or utilizations to be counted** (SoftInstQuery): Create and select a query to identify the records whose installations/utilizations you wish to count.

- • **Installations/Utilizations -> Group By link** (InstGroupBy): Specify the link from the table specified in the **Installation/Utilization counter context** field to the table specified in the **Group by** field. For example, from the **Software installations or utilizations (amSoftInstall)** table to the **Employees (amEmplDept)** table, the link can be **PortfolioItem.Parent.User**.
- • Populate also the fields in the **Calculation method** frame, which describe the calculation required to obtain the installations/utilizations count.
6 Click **Create**.

Creating a counter using a wizard

If is often useful to use the **Create a simple counter** or **Create a counter** wizard can be used to create a counter:

- • The **Create a simple counter** enables you to rapidly create a counter that compares licenses and installations linked to a given model. Licenses and installations are grouped by employees.
- • The **Create a counter** wizard enables you to create a wide range of counters for licenses or entitlements. Model counters are used for reference.

To use one of these wizards:

1 Select the wizard using the **Tools/ Actions** menu.
2 Let the wizard guide you.

Prerequisites

The **Create a counter** wizard requires counter templates to function.

Precautions when using a test database to create counters

When you create an entitlement counter with the **Create a counter** wizard, AssetCenter creates the queries that identify certain records by their primary keys.

Example of a query associated with the **Scope of rights count** (LicQuery) of a counter:

```
(bDepartment = 0) AND (lEmplDeptId = 164)
```

If you create a counter in a test database, then transfer it to your production database, (export, then import), the identifiers that appear in the query most likely reference the wrong records.

For example, the idenfier **164** could be **Mr. Doe** in the test database but **Mrs Dour** in the production database.

After importing the software counters and their queries in the production database, you must verify the queries associated with the counters.

💡 Tip:

Another solution consists of using more stable fields as the primary keys to identify the records in the queries: A name or a code, for example.

💡 Tip:

Several counter templates are included in the software asset management line-of-business data in the datakit.

Interesting reference fields

The information relating to licenses/entitlements and installations/utilisations is found in several places.

The following table suggests fields to be used in the counts:

Table 4.2. Software - counters: Useful fields for counts

Table	Field
Portfolio items (amPortfolio)	**Quantity** (fQty)
Software installations (amSoftInstall)	**Counts for** (lUseCount)
Assets (amAsset)	**Rights** (lSoftLicUseRights)

The following table suggests fields to be used to identify utilizations and installations:

Table 4.3. Software - counters: Useful fields for identifying utilizations/installations

Table	Field
Natures (amNature)	**Also create** (seOverflowTbl)
	Name (Name)
Software installations (amSoftInstall)	**Autorization** (seAuthorization)

Table	Field
	Installation type (seType)
	Local/Remote (bLocal)
	Is a software suite component (bSuiteComponent)
Models (amModel)	**Name** (Name)
	System (SoftOS)
	Version level (VersionLevel)

The following table suggests fields that can be used to identify licenses and entitlements:

Table 4.4. Software - counters: Useful fields for identifying licenses/entitlements

Table	Field
Natures (amNature)	**License** (bSoftLicense)
	Name (Name)
Assets (amAsset)	**Installation date** (dInstall)
	License type (seSoftLicType)
	Single/Multiple (seSoftLicMulti)
Models (amModel)	**Name** (Name)
	System (SoftOS)
	Version level (VersionLevel)

Updating the results of a software counter

To update the results of a counter:

1 Display the counters (**Portfolio/ Software counters** menu).
2 Select the counter to update.
3 Click **Calculate**.

   Note:

If you cannot see the **Calculate** button, it is because the counter is used as a template (the **Use as template** field (bType) is set to **Yes**).

4 Display the **General** tab: The counts are summarized here.

5 Display the **Results** tab: One line is given per record in the group by table (**Group by** (Context) field) within the limits of the scope defined for the counter (**Scope of the rights to be counted** (Definition) field).

Periodical cleaning

Each time you click **Calculate,** you create a record in the **Rights / Utilizations count** table (amRightsUsesCount) for each line displayed in the **Results** tab.

The **Results** tab only shows the results of the last calculation made by clicking the **Calculate** button.

The previous results are not erased, however.

Using these results, you can track the evolution of licenses/entitlements and installations/utilizations and use them to create reports, for example.

We recommend that you periodically delete the records in the **Rights / Utilizations count** table that you no longer require, if the table becomes too large.

💡 Tip:

The records that have been generated by the same calculation have the same values in the **Results identifier** (lResultId) and **Count date** (dtCountRequest) fields.

"Previous mode" counters

In version 4.3.0 of AssetCenter, the counters functionality has been fully overhauled.

However, so that you can use the counters you have migrated from previous versions of AssetCenter as-is, "previous mode" counters are supported.

Accessing "previous mode" counters

1 Display the list of screens (**Administration/ List of screens** menu).
2 Click **Screen** on the list header.
3 Search for **Software counters (previous format) (sysOldamSoftLicCounter)**.
4 Open this screen.

Information on "previous mode" counters

For information on the "previous mode", refer to the guide **AssetCenter 4.2.0 - Portfolio**, chapter **Software**, section **Software counters.**

Converting "previous mode" counters

When you migrate a database version earlier than 4.3, the counters are imported as-is.

You can carry on using them as they worked before.

If you wish to upgrade them, we recommend creating new counters using the old ones to guide you.

Linking a contract to a software license, entitlement, utilization or installation

Linking a contract to a software license, entitlement, utilization or installation enables you to describe contractual information related to these items.

In order for a portfolio item to be linked to a contract, it has to be recorded in the Assets table.

➡ Assets linked to a contract [page 54].

Practical cases

General information and prerequisites

General information

The practical cases demonstrate how to manage software with AssetCenter.

Each practical case concentrates on a particular aspect of software control.

To ensure that the practical cases work correctly, make sure you carry out each step in full and follow the order shown. Only essential fields and links are mentioned. You may have a look at the other fields and links by yourself.

Prerequisites

To execute the practical cases, you must first:

1 Connect to the AssetCenter demonstration database.
2 Enable at least the **Portfolio**, **Procurement**, **Financials**, **Contracts** and **Administration** modules using the **File/ Activate modules** menu.

Practical case 1a: Create a simple counter for licenses and installations

Presentation

This simplified practical case aims to illustrate the basics of using counters.

Scenario of the practical case:

- The purpose is to examine how the **PowerPoint** application is deployed.
- User rights for **PowerPoint** are recorded as licenses called **PC1 - PowerPoint** in the Portfolio Items table.

  Licenses are directly linked to the user.
- Installations of **PowerPoint** are recorded as installations called **PC1 - PowerPoint - Installation** in the Portfolio Items table.

  Installations are directly linked to their users.

  Ecah installation consumes 1 license right.

Main stages of the practical case:

1 Creating departments and users.
2 Creating a license, installation and computer natures.
3 Creating a license, installation and computer models.
4 Creating a portfolio item for the computer, the license and the installation.
5 Creating the counter.

Steps to carry out

Create the departments

1 Display the departments and employees (**Portfolio/ Departments and employees** menu).

2 Create the following records, by populating the fields and links as shown in the following tables:

	Record 1
Name (Name)	PC1 - Marketing

	Record 2
Name (Name)	PC1 - Training

Create the employees

1 Display the departments and employees (**Portfolio/ Departments and employees** menu).

2 Create the following records, by populating the fields and links as shown in the following tables:

	Record 3
Name (Name)	PC1 - Doe
Department (Parent)	PC1 - Marketing

	Record 4
Name (Name)	PC1 - Smith
Department (Parent)	PC1 - Training

Create the natures

1 Display the natures (**Portfolio/ Natures** menu).

2 Create the following records, by populating the fields and links as shown in the following tables:

	Record 1
Name (Name)	PC1 - Computer
Create (seBasis)	Portfolio item
Also create (seOverflowTbl)	Computers (amComputer)
Management constraint (seMgtConstraint)	Unique asset tag
Has software installed (bHasSoftInstall)	Yes

	Record 2
Name (Name)	PC1 - License
Create (seBasis)	Portfolio item
Also create (seOverflowTbl)	(No table)
Management constraint (seMgtConstraint)	Unique asset tag
License (bSoftLicense)	Yes

	Record 3
Name (Name)	PC1 - Installation
Create (seBasis)	Portfolio item
Also create (seOverflowTbl)	Software installations or utilizations (amSoftInstall)
Management constraint (seMgtConstraint)	Free

Create the models

1   Display the models (**Portfolio/ Models** menu).
2   Create the following records, by populating the fields and links as shown in the following tables:

	Record 1
Name (Name)	PC1 - Computer
Nature (Nature)	PC1 - Computer

	Record 2
Name (Name)	PC1 - PowerPoint - License
Nature (Nature)	PC1 - License

	Record 3
Name (Name)	PC1 - PowerPoint - Installation
Nature (Nature)	PC1 - Installation

Create the portfolio items

1   Display the portfolio items (**Portfolio/ Portfolio items** menu).
2   Create the following records, by populating the fields and links as shown in the following tables:

	Record 1
Model (Model)	PC1 - Computer
User (User)	PC1 - Doe

	Record 2
Model (Model)	PC1 - PowerPoint - License
User (User)	PC1 - Doe

	Record 3
Model (Model)	PC1 - PowerPoint - Installation
User (User)	PC1 - Doe
Quantity (fQty)	1

Create the counter

1 Start the **Create a simple counter** wizard (**Tools/ Actions/ Create a simple counter** menu)

2 Populate the fields and links shown in the following table:

	Record
Model of the license	PC1 - PowerPoint - License
Model of the installation	PC1 - PowerPoint - Installation
Create the counter then calculate rights and utilizations	Select the option

3 Click **Finish**.

Examine the counter created by the wizard

1 Display the counters (**Portfolio/ Software counters** menu).

2 Select the counter **Simple count of licenses and installations of PC1 - PowerPoint**.

3 Examine the top of the screen:

Group By (Context): This field is set to **Employees (amEmplDept)** (which is the default value). You will see in practical case 1b what this field is used for and how it can be associated to the **Scope of application** (Definition) field.

4 Display the **General** tab: The counts are summarized here.

5   Display the **Results** tab: you will see one line for **PC1 - Doe.**

This person is in compliance: The installed software has 1 matching license right.

6   Display the **Rights** tab:

The wizard has created the query **PC1 licenses - PowerPoint - License,** which is used to identify those portfolio items whose model is **PC1 - PowerPoint - License.**

Rights-calculation mode (seLicCountMode) is set to **Simple count:** The counter does not take rights points into account.

7   Display the **Installations/Utilizations** tab:

The wizard creates the query **Installations PC1 - PowerPoint - License,** which is used to identify the portfolio items whose model is **PC1 - PowerPoint - Installation.**

Rights-calculation mode (seLicCountMode) is set to **Simple count:** The counter does not take consumption of rights points into account.

Practical case 1b: Take license points into account and restrict the scope to a given department

Presentation

This simplified practical case aims to illustrate the principles of counters, when:
- 1 software installation counts for several utilization/installation points.
- A scope is defined to filter the records in the table selected by the **Group By** (Context) link.

The scenario of the practical case is identical to practical case 1a, except for the following points:
- Each **PowerPoint** installation consumes 2 points of the license rights.
- Installations are linked to the user's computer.
- For each user in the department **PC1 - Marketing,** the counter compares the license rights acquired for **PowerPoint** with declared installations.

Main stages of the practical case:
1   The Initial steps correspond to practical case 1a.
2   Modifying the link and the number of installation points.

3 Creating the counter.

Steps to carry out

> ⚠ Warning:
>
> This practical case can only be carried out after practical case 1a has been carried out in full.

Modify the link and the number of license points

1 Display the portfolio items (**Portfolio/ Portfolio items** menu).
2 Select **PC1 - PowerPoint - Installation**.
3 Display the **Soft.Install.** tab.
4 Modify the following record, by populating the fields and links as shown in the following table:

	Record 3
Nb of points (lUseCount) (Software Installation link)	2
Component of (Parent)	1 PC1 - Computer

Create the queries required the counter

1 Display the queries (**Tools/ Queries** menu).
2 Create the following records, by populating the fields and links as shown in the following tables:

	Record 1 **Used to only include employees in the marketing department.**
Name (Name)	PC1 - Employees of Marketing department
Query type (seType)	Counter
Table (TableName)	Employees (amEmplDept)
Query (memQueryText)	Parent.FullName LIKE '/PC1 - Marketing/'

Record 2

Used to identify the licenses.

Name (Name)	PC1 - PowerPoint - Licenses
Query type (seType)	Counter
Table (TableName)	Portfolio items (amPortfolio)
Query (memQueryText)	Model.Name = 'PC1 - PowerPoint - License'

Record 3

Used to identify the installations.

Name (Name)	PC1 - PowerPoint - Installations
Query type (seType)	Counter
Table (TableName)	Software installations or utilizations (amSoftInstall)
Query (memQueryText)	PortfolioItem.Model.Name = 'PC1 - PowerPoint - Installation'

Creating the counter

1 Display the counters (**Portfolio/ Software counters** menu).
2 Create the following record, by populating the fields and links as shown in the following table:

	Record
Name (Name)	PC1b - PowerPoint installations in the Marketing department
Use as model (bType)	No
Group by (Context)	Employees (amEmplDept)
Scope of application (Definition)	PC1 - Employees of Marketing department
Rights counter context (LicContext)	Portfolio items (amPortfolio)
Scope of the rights to be counted (LicQuery)	PC1 - PowerPoint - Licenses
Rights -> Group By link (LicGroupBy)	User
Rights-calculation mode (seLicCountMode)	Points count
Installation/Utilization counter context (InstContext)	Software installations or utilizations (amSoftInstall)
Scope of the installations or utilizations to be counted (SoftInstQuery)	PC1 - PowerPoint - Installations
Installations/Utilizations -> Group By link (InstGroupBy)	PortfolioItem.Parent.User
Installations/Utilizations-calculation mode (seInstallCountMode)	Points count

Note:

The **Installations/Utilizations calculation formula** (InstCountSQL) field is given a new value:

```
SUM((PortfolioItem.fQty * lUseCount))
```

The **Rights calculation formula** (LicCountSQL) field is given a new value:

```
SUM((fQty * Asset.lSoftLicUseRights))
```

Updating the results of the counter

1   Display the counters (**Portfolio/ Software counters** menu).
2   Select the counter **PC1b - PowerPoint installations in the Marketing department**.
3   Click the **Calculate** button.
4   Display the **General** tab: The counts are summarized here.

Note:

The value of the **Utilizations/Installations count** (dSoftInstallCount) field becomes **2**, instead of **1**.

5   Display the **Results** tab: you will see one line for **PC1 - Doe**, who is the only person kept within the scope.

You are not in compliance with the software publisher: The user only has one right but is using 2.

Practical case 1c: Internal assignment of rights

Presentation

This simplified practical case aims to illustrate the principles of counters that use named entitlements.

Scenario of the practical case:

•   The purpose is to examine how **PowerPoint** is deployed with regard to the internal entitlement policy of the company.
•   Internal user rights for **PowerPoint** are declared in the Named Entitlements table.

- Installations of **PowerPoint** are recorded as installations called **PC1 - PowerPoint - Installation** in the Portfolio Items table.

  Installations are linked to the user's computer.

  Each installation consumes 1 license right.
- For each user listed in the named entitlement **PC1c - Named user rights for PowerPoint,** the counter compares the user rights declared for **PowerPoint** with recorded installations.

Main stages of the practical case:

1. The initial steps are the same as in cases 1a and 1b.
2. Creating a named entitlement.
3. Creating the counter.

Steps to carry out

⚠ Warning:

This practical case can only be carried out after practical cases 1a and 1b have been carried out in full.

Creating the named entitlement

1. Display the named entitlements (**Portfolio/ Named entitlements** menu).
2. Create the following records, by populating the fields and links as shown in the following tables:

	Record 1
Name (Name)	PC1c - Named user rights for PowerPoint
Entitled users tabs	
	PC1 - Doe
	PC1 - Smith

Create the queries required for the counter

1. Display the queries (**Tools/ Queries** menu).
2. Create the following records, by populating the fields and links as shown in the following tables:

	Record 1 **Used to select the employees concerned by the named entitlement.**
Name (Name)	PC1c - Named user rights for PowerPoint
Query type (seType)	Counter
Table (TableName)	Employees (amEmplDept)
Query (memQueryText)	lEmplDeptId IN (SELECT r.lEmplDeptId FROM amRelEmplEntitl r, amEntitlement e WHERE (r.lEntitlId = e.lEntitlId) AND (e.Name = 'PC1c - Named user rights for PowerPoint'))

Description of the query

- The **Table (TableName)** field is set to **Employees (amEmplDept):** The query returns records from the **Employees (amEmplDept)** table.
- **lEmplDeptId IN (...)** is used to select the records whose **lEmplDeptId** field is in the table returned by the **IN (...)** condtion.
- **SELECT r.lEmplDeptId FROM amRelEmplEntitl r, amEntitlement e WHERE (...)**: This clause enables you to select the records in the relation table **Entitlements of the employee (amRelEmplEntitl)** that match the **WHERE (...)** clause.
- **r.lEntitlId = e.lEntitlId**: First condition of the **WHERE (...)** clause. This condition is used to group the records from the **Entitlements of the employee (amRelEmplEntitl)** that belong to the same named entitlement (the entitlement identified by the **lEntitlId** field).
- **e.Name = 'PC1c - Named user rights for PowerPoint'**: Second condition of the **WHERE (...)** clause. This condition is used to select the record in the **Named entitlements (amEntitlement)** table whose **Name** field is set to **PC1c - Named user rights for PowerPoint**.
- Thus, the query returns the records in the Employees table linked to the named entitlement **PC1c - Named user rights for PowerPoint**.

Adapting the query to your needs

The counters that use named entitlements all use queries of this type.

You can use the query defined in the practical case as the basis for other counters.

Possible adaptations:

- If the **Rights counter context** (LicContext) field is not set to **Employees (amEmplDept)**: replace all occurences of **lEmplDeptId** with the identifier of the table selected in the **Rights counter context** field.

  Also replace **amRelEmplEntitl** with the SQL name of the appropriate relation table (**amRelEntitlLoc, amRelEntitlPortf, amRelEntitlContract** or **amRelModelEntitl**).

- Replace **PC1c - Named user rights for PowerPoint** by the name of the entitlement covering the rights.

Creating the counter

1 Display the counters (**Portfolio/ Software counters** menu).

2 Create the following record, by populating the fields and links as shown in the following table:

	Record
Name (Name)	PC1c - Named installations of PowerPoint
Use as model (bType)	No
Group by (Context)	Employees (amEmplDept)
Rights counter context (LicContext)	Employees (amEmplDept)
Scope of the rights to be counted (LicQuery)	PC1c - Named user rights for PowerPoint
Rights -> Group By link (LicGroupBy)	Entitlement.EntitledEmpl
Rights-calculation mode (seLicCountMode)	Simple count
Installation/Utilization counter context (InstContext)	Software installations or utilizations (amSoftInstall)
Scope of the installations or utilizations to be counted (SoftInstQuery)	PC1 - PowerPoint - Installations
Installations/Utilizations -> Group By link (InstGroupBy)	PortfolioItem.Parent.User
Installations/Utilizations-calculation mode (seInstallCountMode)	Simple count

Updating the results of the counter

1 Display the counters (**Portfolio/ Software counters** menu).

2 Select the counter **PC1c - Named installations of PowerPoint.**

3 Click the **Calculate** button.

4 Display the **General** tab: The counts are summarized here.

5   Display the **Results** tab: One line is given for **PC1 - Doe** and 1 for **PC1 - Smith**.

Both users are in compliance with your internal policy.

Only **PC1 - Doe** has used their corresponding right up.

Practical case 2: Microsoft Select contract

Presentation

This elaborate practical case demonstrates how to manage a Microsoft Select contract.

Reminders about Microsoft Select 6.0 contracts

*   They are intended from medium to large-size companies.
*   The are based around a target purchase volume over a period of three years.

    This target covers the total number of licenses that a company intends to purchase in any of the following product groups:
    *   Application products
    *   System products
    *   Server products
*   Within each of these groups, the company can organize its purchases to obtain the best rates.

    As not all software has the same value, the Select program does not count licenses but uses a system of license points.

    Additionally, it enables customers to copy software and use these copies automatically if the license points are available.
*   There are four pricing levels, which are determined by purchase targets over three years, for each of the three product groups.
*   You can opt for purchasing:
    *   The license only (L).

        The license, L, entitles you install the full version of a software product.
    *   Software Assurance (SA).

        The SA license entitles you to all updates (major, minor, service packs, patches, etc.) for the duration of the Select contract.

- The license plus Software Assurance (L+SA).

Basic information on the Microsoft Select contract in the practical case

- Start: January 1st, 2003
- End: December 31, 2006
- The main contract is a master contract between your company and Microsoft.

  The master lease is linked to a blanket PO contract which covers acquisition of new licenses in the **Applications** pool. This contract defines in particular the number of points in volume targetted over the 3 year period (1500 points). This contract is also used as a reference for the acquisition of new licenses (which are acquired once and for all).

  The blanket PO contract is linked to a maintenance contract that covers license assurance for the **Applications** pool.
- The company deploys applications within the contract: Excel and Project.
- Before the contract came into effect, the company owned 100 Excel licenses and 10 Project licenses.

  The 100 Excel licenses will be covered by the Select Software Assurance.

  The update of the 10 Project licenses is not covered by the Select contract.
- The company purchases 300 new Excel licenses including Select Software Assurance.

  It also purchases 20 new Project licenses without Software Assurance.

Aspects we want to manage in the practical case

- Ascertain the acquired number of volume points and compare them to the contractual targets (commercial aspects of the contract).

  Calculated fields are used to compare the targeted points with actual acquired points.
- Make sure the number of installations is in compliance with the number of authorized licenses.

  A counter is used to compare installations with purchased licenses.

Main stages of the practical case

1 Creating the natures and models.
2 Creating the contracts.
3 Creating the portfolio items.
4 Creating the catalog references.
5 Creating the requests and orders.
6 Creating the calculated fields.
7 Creating the counter.

Steps to carry out

Create the natures

1 Display the natures (**Portfolio/ Natures** menu).
2 Create the following records, by populating the fields and links as shown in the following tables:

	Record 1
Name (Name)	PC2 - Computer
Create (seBasis)	Portfolio item
Also create (seOverflowTbl)	Computers (amComputer)
Management constraint (seMgtConstraint)	Unique asset tag
Has software installed (bHasSoftInstall)	Yes

	Record 2
Name (Name)	PC2 - License
Create (seBasis)	Portfolio item
Management constraint (seMgtConstraint)	Asset tag
License (bSoftLicense)	Yes

	Record 3
Name (Name)	PC2 - Installation
Create (seBasis)	Portfolio item
Also create (seOverflowTbl)	Software installations or utilizations (amSoftIn-stall)
Management constraint (seMgtConstraint)	Free

Record 4	
Name (Name)	PC2 - Blanket PO contract
Create (seBasis)	Contract
Contract type (seCntrType)	Blanket PO

Create the brands

1 Display the brands (**Portfolio/ Brands**).
2 Create the following records, by populating the fields and links as shown in the following table:

Record 1	
Name (Name)	Microsoft

Create the units for features

1 Display the units (**Administration/ Units**).
2 Create the following records, by populating the fields and links as shown in the following table:

Record 1	
Name (Name)	Points
Dimension (Dimension)	Count
Symbol (Symbol)	Pts
Coeff. conv. (fConv)	0

Create the features for models and contracts

1 Display the features (**Administration/ Features** menu).
2 Create the following records, by populating the fields and links as shown in the following tables:

Record 1

This feature to be associated with the license models is used to define the number of points obtained each time a license is purchased.

Label (TextLabel)	PC2SelectPointsL
Input type (seDataType)	Numeric
Unit (Unit)	Points

Record 2

This feature to be associated with the license models is used to define the number of Software Assurance points obtained each time a license is purchased during the third year of the contract (with less than one year of Software Assurance left).

Label (TextLabel)	PC2SelectPointsSA1
Input type (seDataType)	Numeric
Unit (Unit)	Points

Record 3

This feature to be associated with the license models is used to define the number of Software Assurance points obtained each time a license is purchased during the second year of the contract (with 1 to 2 years of Software Assurance left).

Label (TextLabel)	PC2SelectPointsSA2
Input type (seDataType)	Numeric
Unit (Unit)	Points

Record 4

This feature to be associated with the license models is used to define the number of Software Assurance points obtained each time a license is purchased during the first year of the contract (with 2 to 3 years of Software Assurance left).

Label (TextLabel)	PC2SelectPointsSA3
Input type (seDataType)	Numeric

	Record 4
	This feature to be associated with the license models is used to define the number of Software Assurance points obtained each time a license is purchased during the first year of the contract (with 2 to 3 years of Software Assurance left).
Unit (Unit)	Points

	Record 5
	This feature to be associated with the blanket PO contract for a given pool is used to define the points target.
Label (TextLabel)	PC2SelectPointsTarget
Input type (seDataType)	Numeric
Unit (Unit)	Points

Add the parameters to the features

1 Display the features (**Administration/ Features** menu).
2 Select the feature **PC2PointsSelectL**.
3 Display the **Parameters** tab.
4 Add a parameter (**+** button).
5 Populate the fields and links indicated in the following table:

	Record 1
Table (TableName)	amModel

6 Proceed in the same way for the features **PC2SelectPointsL, PC2SelectPointsSA1, PC2SelectPointsSA2** and **PC2SelectPointsSA3**.
7 Select the feature **CP2SelectPointsTarget**.
8 Display the **Parameters** tab.
9 Add a parameter (**+** button).
10 Populate the fields and links indicated in the following table:

	Record 1
Table (TableName)	amContract

Create the models

1 Display the models (**Portfolio/ Models** menu).

2 Create the following records, by populating the fields and links as shown in the following tables:

Record 1	
Name (Name)	PC2 - Computer
Nature (Nature)	PC2 - Computer

Record 2	
Name (Name)	PC2 - Excel - License
Brand (Brand)	Microsoft
Nature (Nature)	PC2 - License
Features tab	
PC2SelectPointsL	1
PC2SelectPointsSA1	1
PC2SelectPointsSA2	1
PC2SelectPointsSA3	2

Record 3	
Name (Name)	PC2 - Project - License
Brand (Brand)	Microsoft
Nature (Nature)	PC2 - License
Features tab	
PC2SelectPointsL	4
PC2SelectPointsSA1	2
PC2SelectPointsSA2	4
PC2SelectPointsSA3	6

Record 4	
Name (Name)	PC2 - Microsoft Select - Pool
Brand (Brand)	Microsoft
Nature (Nature)	PC2 - Blanket PO contract

Record 5	
Name (Name)	PC2 - Excel - Installation
Brand (Brand)	Microsoft

Record 5	
Nature (Nature)	PC2 - Installation

Create the contracts

1   Display the contracts (**Contracts/ Contracts** menu).
2   Create the following records, by populating the fields and links as shown in the following tables:

Record 1	
Main contract.	
Reference (Ref)	PC2MSML
Purpose (Purpose)	PC2 - Microsoft Select - Master lease
Type (seType)	Master lease
Contract status (seStatus)	Active
General tab	
Nature of payments (sePayType)	None
Start (dStart)	2003/01/01
End (dEnd)	2006/12/31

Record 2	
Blanket PO contact covering the acquisition of new licenses in the Applications pool.	
Reference (Ref)	PC2MSA1
Purpose (Purpose)	PC2 - Microsoft Select - Applications - Acquisitions
Type (seType)	Blanket PO
Model (Model)	PC2 - Microsoft Select - Pool
General tab	
Attached to (Parent)	PC2MSML (PC2 - Microsoft Select - Master lease)
Nature of payments (sePayType)	None
Start (dStart)	2003/01/01
End (dEnd)	2006/12/31
Features tab	
PC2SelectPointsTarget	1500

	Record 3
	Maintenance contract covering Software Assurance for the licenses in the Applications pool.
Reference (Ref)	PC2MSA2
Purpose (Purpose)	PC2 - Microsoft Select - Applications - Assurance
Type (seType)	Maintenance
Contract status (seStatus)	Active
General tab	
Attached to (Parent)	CP2MSA1 (CP2 - Microsoft Select - Applications - Acquisitions)
Nature of payments (sePayType)	Rents
Start (dStart)	2003/01/01
End (dEnd)	2006/12/31

Create a cost center

1 Display the cost centers (**Finance/ Cost centers** menu).
2 Create the following records, by populating the fields and links as shown in the following table:

	Record 1
Label (Title)	PC2 - National Marketing

Create the portfolio items

1 Display the portfolio items (**Portfolio/ Portfolio items** menu).
2 Create the following records, by populating the fields and links as shown in the following tables:

	Record 1
	Excel licenses acquired before the start of the Select contract.
Model (Model)	PC2 - Excel - License
Quantity (fQty)	100
Cost center (CostCenter)	PC2 - National Marketing
License tab	
Rights (lSoftLicUseRights)	1

Record 2

Project licenses acquired before the start of the Select contract.

Model (Model)	PC2 - Project - License
Quantity (fQty)	10
Cost center (CostCenter)	PC2 - National Marketing
License tab	
Rights (lSoftLicUseRights)	1

Record 3

Model (Model)	PC2 - Computer
Quantity (fQty)	1
Cost center (CostCenter)	PC2 - National Marketing

Record 4

An Excel installation made before the start of the Select contract, and which will be covered by the Select Software Assurance.

Model (Model)	PC2 - Excel - Installation
Quantity (fQty)	1
Component of (Parent)	PC2 - Computer
Software inst. tab	
No of points (lUseCount)	1

Create the supplier

1 Display the companies (**Portfolio/ Companies** menu).
2 Create the following records, by populating the fields and links as shown in the following table:

Record 1	
Name (Name)	Microsoft

Create the products

1 Display the products (**Procurement/ Products** menu).
2 Create the following records, by populating the fields and links as shown in the following tables:

	Record 1
Description (Description)	PC2 - Excel - License
Brand (Brand)	Microsoft
Model (Model)	PC2 - Excel - License

	Record 2
Description (Description)	PC2 - Project - License
Brand (Brand)	Microsoft
Model (Model)	PC2 - Project - License

Create the catalog

1 Display the catalogs (**Procurement/ Catalogs** menu).
2 Create the following records, by populating the fields and links as shown in the following tables:

	Record 1
Name (Name)	Microsoft
Distributors	Add a link to **Microsoft**

Create the references

1 Display the references (**Procurement/ References** menu).
2 Create the following records, by populating the fields and links as shown in the following tables:

	Record 1
Catalog (Catalog)	Microsoft
Product (CatProduct)	PC2 - Excel - License
Price (sysCoreCatRefPrice)	200

	Record 2
Catalog (Catalog)	Microsoft
Product (CatProduct)	PC2 - Project - License
Price (sysCoreCatRefPrice)	800

Create the license and assurance requests from the master lease

1 Display the requests (**Procurement/ Purchase requests** menu).
2 Create the following records, by populating the fields and links as shown in the following tables:

> 💡 Tip:
>
> When the new request wizard is displayed, select **Create a new custom request**.

	Record 1
Purpose (Purpose)	PC2 - License + Excel Software Assurance
Number (PONumber)	PC2-01

	Record 2
Purpose (Purpose)	PC2 - Project license
Number (PONumber)	PC2-02

	Record 3
Purpose (Purpose)	PC2 - Excel Assurance
Number (PONumber)	PC2-03

Create the request lines for the PC2-01 request

1 Display the requests (**Procurement/ Purchase requests** menu).
2 Select the request **PC2-01**.
3 Display the **Composition** tab.
4 Create the following records, by populating the fields and links as shown in the following tables:

	Record 1
Contract utilization (bCntrUtilization)	No
Quantity (fQty)	300
Reference (CatalogRef)	PC2 - Excel - License (Microsoft) - PC2 - Excel - License

To be able to create the following line correctly, you must first have saved the inclusion of the first line at the level of the request using the **Modify** button.

	Record 2
Contract utilization (bCntrUtilization)	Yes
Quantity (fQty)	1
Icon to the right of the **Contract requested** (UsedReqLineCntr) field	Click
Drop-down list under the **Quantity** (fQty) field	Contract used
Field to the right of the drop-down list with the **Used contract** value	PC4MSA2 (Practical case 4 - Microsoft Select - Applications - Assurance)
Port. item requested (UsedReqLineAsset)	300 PC2 - Excel - License

Create the request lines for the PC2-02 request

1 Display the requests (**Procurement/ Purchase requests** menu).
2 Select the request **PC2-02**.
3 Display the **Composition** tab.
4 Create the following records, by populating the fields and links as shown in the following tables:

	Record 1
Quantity (fQty)	20
Reference (CatalogRef)	PC2 - Project - License (Microsoft) - PC2 - Project - License

Create the request lines for the PC2-03 request

1 Display the requests (**Procurement/ Purchase requests** menu).
2 Select the request **PC2-03**.
3 Display the **Composition** tab.
4 Create the following records, by populating the fields and links as shown in the following tables:

	Record 2
Contract utilization (bCntrUtilization)	Yes
Quantity (fQty)	1
Icon to the right of the **Contract requested** (UsedReqLineCntr) field	Click
Drop-down list under the **Quantity** (fQty) field	Contract used
Field to the right of the drop-down list with the **Used contract** value	PC4MSA2 (Practical case 4 - Microsoft Select - Applications - Assurance)
Icon to the right of the **Port. item requested** (UsedReqLineAsset) field	Click
Drop-down list under the drop-down list with the **Used contract** value	Asset used
Field to the right of the drop-down list with the **Asset used** value	PC2 - Excel - License

Creating, issuing and receiving the orders PC2-01 and PC2-02

1 Display the requests (**Procurement/ Purchase requests** menu).
2 Select the request **PC2-01**.
3 Click **Quote,** and then **Finish**. Accept the proposed values as they are.
4 In the detail of the purchase order generated from the request:
   1 Populate the fields and links indicated in the following table:

	Record 1
Number (PONumber)	PC2-01
Sent (dtSent)	2003/03/31

   2 Display the **Composition** tab.
   3 Display the detail of the purchase order line.
   4 In the detail of the order line, display the **Allocation** tab.
   5 Populate the fields and links indicated in the following table:

	Record 1
Cost center (CostCenter)	PC2 - National Marketing

   6 In the detail of the order line, display the **Financing** tab.
   7 Populate the fields and links indicated in the following table:

Record 1	
On blanket PO (bUsesBlanketPO)	Yes
Blanket PO contract (BlanketPOCntr)	PC2MSA1 (CP2 - Microsoft Select - Applications)

     8 Click **Modify**.

5 Click **Issue**, and then **Finish**. Accept the proposed values as they are.

6 Click **Receive**, and then **Finish**. Accept the proposed values as they are.

7 Display the **Tracking** tab.

8 Unfold the **Assets** node.

9 Double click **PC2 - Excel - License**.

    Examine the details of this asset that was created during the reception of the purchase order.

10 Display the requests (**Procurement/ Purchase requests** menu).

11 Select the request **PC0-02**.

12 Click **Quote**, and then **Finish**. Accept the proposed values as they are.

13 Populate the fields and links indicated in the following table:

Record 1	
Number (PONumber)	PC2-02
Sent (dtSent)	2003/03/31

14 In the detail of the purchase order generated from the request:

    1 Display the **Composition** tab.

    2 Display the detail of the purchase order line.

    3 In the detail of the order line, display the **Allocation** tab.

    4 Populate the fields and links indicated in the following table:

Record 1	
Cost center (CostCenter)	PC2 - National Marketing

    5 In the detail of the order line, display the **Financing** tab.

    6 Populate the fields and links indicated in the following table:

Record 1	
On blanket PO (bUsesBlanketPO)	Yes

Record 1	
Blanket PO contract (BlanketPOCntr)	PC4MSA1 (PC2 - Microsoft Select - Applications)

    7 Click **Modify**.

15 In the details of the purchase order that was created from the purchase request, click **Issue,** and then **Finish.** Accept the proposed values as they are.

16 In the details of the purchase order that was created from the purchase request, click **Receive,** and then **Finish.** Accept the proposed values as they are.

17 Display the **Tracking** tab.

18 Unfold the **Assets** node.

19 Double click **Microsoft PC2 - Project - License**.

Examine the details of this asset that was created during the reception of the purchase order.

Execute the request PC2-03

1 Display the requests (**Procurement/ Purchase requests** menu).

2 Select the request **PC4-03.**

3 Set the **Req. status** field (seStatus) to **Validated.**

4 Click **Modify**.

5 Click **Execute,** and then **Finish.** Accept the proposed values as they are.

6 Display the **Composition** tab.

7 Display the detail of the request line **Contract utilization**.

8 Click the magnifier to the right of the field set to **CP2 - Excel - License**.

9 Display the **Contracts** tab.

You will notice that the asset is linked to the contract **PC2MSA2 (PC2 - Microsoft Select - Applications - Assurance).**

Create the calculated fields for the points tracking

1 Display the calculated fields (**Administration/ Calculated fields** menu).

2 Create the following records, by populating the fields and links as shown in the following tables:

💡 Tip:

We recommend coping the scripts from **chm** of the documentation to AssetCenter.

	Record 1
TextLabel (Label)	PC2 - Select - License Points
SQLName (SQL name)	PC2L
TableName (Table)	Contracts (amContract)
seType (Field type)	Basic script
seDataType (Result type)	Numeric
Script (Calculated-field script)	RetVal = AmDbGetDouble("SELECT SUM(fQty * CatalogRef.CatProduct.Model.fv_PC2Select-PointsL) FROM amPOrdLine WHERE Blanket-POCntr = " & [lCntrId] & " AND POrder.dtSent >= #" & [dStart] & "# AND POrder.dtSent <= #" & [dEnd] & "#")

Description of the script:

- **RetVal =**: The script returns a value.
- **AmDbGetDouble(...)**: The value returned is a double-precision number (8 bytes).
- **FROM amPOrdLine**: The query searches the **Order lines** table.
- **WHERE BlanketPOCntr = " & [lCntrId] & " AND POrder.dtSent >= #" & [dStart] & "# AND POrder.dtSent <= #" & [dEnd] & "#"**: The records in the **Order lines** table must by linked to the contract by the **Blanket PO contract** (BlanketPOCntr), the order to which the order line belongs must have been issued (link to the **POrder.dtSent** field) after the start of the contract (**dStart** field) and before its end (**dEnd** field).
- **SUM(fQty * CatalogRef.CatProduct.Model.fv_CP2PointsSelectL)**: The query sums (**SUM(...)**) the feature values **fv_CP2PointsSelectL** associated with the product model of the catalog reference of the order line (**CatalogRef.CatProduct.Model.fv_CP2PointsSelectL** link) for each order line selected by the **WHERE(...)** clause.

	Record 2
TextLabel (Label)	PC2 - Select - Assurance points

	Record 2
SQLName (SQL name)	PC2SA
TableName (Table)	Contracts (amContract)
seType (Field type)	Basic script
seDataType (Result type)	Numeric
Script (Calculated-field script)	RetVal = AmDbGetDouble("SELECT SUM(Asset.fTotalQty * Asset.Model.fv_PC2SelectPointsSA1) FROM amAstCntrDesc WHERE lCntrId = " & [lCntrId] & " AND dCntrIncluded >= #" & (Year([dStart]) + 2) & "-" & Month([dStart]) & "-" & Day([dStart]) & "# AND dCntrIncluded < #" & (Year([dStart]) + 3) & "-" & Month([dStart]) & "-" & Day([dStart]) & "#") RetVal = RetVal + AmDbGetDouble("SELECT SUM(Asset.fTotalQty * Asset.Model.fv_PC2SelectPointsSA2) FROM amAstCntrDesc WHERE lCntrId = " & [lCntrId] & " AND dCntrIncluded >= #" & (Year([dStart]) + 1) & "-" & Month([dStart]) & "-" & Day([dStart]) & "# AND dCntrIncluded < #" & (Year([dStart]) + 2) & "-" & Month([dStart]) & "-" & Day([dStart]) & "#") RetVal = RetVal + AmDbGetDouble("SELECT SUM(Asset.fTotalQty * Asset.Model.fv_PC2SelectPointsSA3) FROM amAstCntrDesc WHERE lCntrId = " & [lCntrId] & " AND dCntrIncluded >= #" & (Year([dStart]) + 0) & "-" & Month([dStart]) & "-" & Day([dStart]) & "# AND dCntrIncluded < #" & (Year([dStart]) + 1) & "-" & Month([dStart]) & "-" & Day([dStart]) & "#")

Description of the first **RetVal =** of the script:

- **RetVal =**: The script returns a value.

  For better readablity, the calculation is performed in three parts, thus we have: **RetVal = RetVal + ...**

- **AmDbGetDouble(...)**: The value returned is a double-precision number (8 bytes).

- **FROM amAstCntrDesc**: The query searches the **Assets covered by contracts** table.

- **lCntrId = " & [lCntrId] & "**: First condition of the **WHERE** clause.

  The assets covered by contracts must be linked to the current contract identified by the **lCntrId** field.

- **dCntrIncluded >= #" & (Year([dStart]) + 2) & "-" & Month([dStart]) & "-" & Day([dStart]) & "#**: Second condition of the **WHERE** clause.

  The assets covered by contracts must have been included (**dCntrIncluded** field) at least two years after the start of the contract.

  The **#** character is used to delimit the reference date.

  The reference date is reconstituted by concatenating the year, month and day of the start of the contract (**dStart** field).

  We thus obtain a date with the format **#YYYY-MM-DD#**.

- **dCntrIncluded < #" & (Year([dStart]) + 3) & "-" & Month([dStart]) & "-" & Day([dStart]) & "#**: Third condition of the **WHERE** clause.

  The assets covered by contracts must have been included (**dCntrIncluded** field) at least 3 years after the start of the contract.

- **SUM(Asset.fTotalQty * Asset.Model.fv_CP2PointsSelectSA3)**: The query sums the products of the **Total qty.** (fTotalQty) fields and the feature **CP2PointsSelectSA3** of the assets covered by contracts selected by the **WHERE** clause.

  In effet, it is this feature that gives the number of Software Assurance points to be counted when the license is acquired during the first year of the contract, when there remains 2 to 3 years of Software Assurance.

Display the calculated fields and the feature of the contracts

1. Display the contracts (**Contracts/ Contracts** menu).
2. Right-click the list header.
3. Select **Configure list** from the shortcut menu.
4. Add the calculated fields **PC2 - Select - Assurance Points (PC2SA)** and **PC2 - Select - License Points (CP2L)**.
5. Click **OK**.
6. Examine the values you have added for the **PC2MSA1** and **PC2MSA2** contracts.

Create the queries required for the Excel counter

1. Display the queries (**Tools/ Queries** menu).
2. Create the following records, by populating the fields and links as shown in the following tables:

Record 1

Identification of the cost center for which we will account for license rights and installations.

Name (Name)	PC2 - Cost center 1
Query type (seType)	Counter
Table (TableName)	Cost centers (amCostCenter)
Query (memQueryText)	Title = 'PC2 - National Marketing'

Record 2

Identification of Excel licenses

Name (Name)	PC2 - Excel - Licenses
Query type (seType)	Counter
Table (TableName)	Portfolio items (amPortfolio)
Query (memQueryText)	Model.Name = 'PC2 - Excel - License'

Record 3

Identification of Excel licenses

Name (Name)	PC2 - Excel - Installations
Query type (seType)	Counter
Table (TableName)	Portfolio items (amPortfolio)
Query (memQueryText)	Model.Name = 'PC2 - Excel - Installation'

Create the Excel counter

1. Display the counters (**Portfolio/ Software counters** menu).
2. Create the following records, by populating the fields and links as shown in the following tables:

	Record
Name (Name)	PC2 - Excel - License control
Use as model (bType)	No
Group by (Context)	Cost centers (amCostCenter)
Scope of application (Definition)	PC2 - Cost center 1
License contract (Contract)	PC2MSA1 (PC2 - Microsoft Select - Applications - Acquisitions)
Rights	
Rights counter context (LicContext)	Portfolio items (amPortfolio)
Scope of the rights to be counted (LicQuery)	PC2 - Excel - Licenses

	Record
Rights -> Group By link (LicGroupBy)	CostCenter
Rights-calculation mode (seLicCountMode)	Count according to a calculation formula
Field for rights count (LicCountFormula)	SUM((fQty * Asset.lSoftLicUseRights))
Installations/Utilizations tab	
Installation/Utilization counter context (InstContext)	Portfolio items (amPortfolio)
Scope of the installations or utilizations to be counted (SoftInstQuery)	PC2 - Excel - Installations
Installations/Utilizations -> Group By link (InstGroupBy)	Parent.CostCenter
Installations/Utilizations-calculation mode (seInstallCountMode)	Count according to a calculation formula
Installations/Utilizations calculation formula (InstCountSQL)	Countdistinct(lParentId)

 Note:

You can create a counter for Project in the same way.

Examine the counter created by the wizard

1 Display the counters (**Portfolio/ Software counters** menu).
2 Select the counter **PC2 - Excel - License control**.
3 Display the **General** tab: The counts are summarized here.
4 Display the **Results** tab: The counts are detailed here.

5 Telephones

CHAPTER

Telephones in AssetCenter are considered as porfolio items. If you decide to manage them as assets, they can be recorded in the Telephones table.

Telephones and functions

All of the management types can be used to describe telephones (➡ Individualized management (by asset) [page 16]).

In AssetCenter, the following tables are concerned by telephone management:

- The Natures table

  In this table, you define the model of a portfolio item as being able to create a record in the Assets and Telephones tables.

- The Models table

  In this table, you create the models of the portfolio items that are recorded in the Assets and Telephones tables.

- The Telephones table

  This table contains all the records corresponding to telephones.

- The Assignments of functions to keys table

In this table, you associate functions with telephone keys.

- The Telephone function templates table

   This table enables you to create telephone function templates.

- The Telephone functions table

   This table enables you to see the telephone functions used by your company's telephone population.
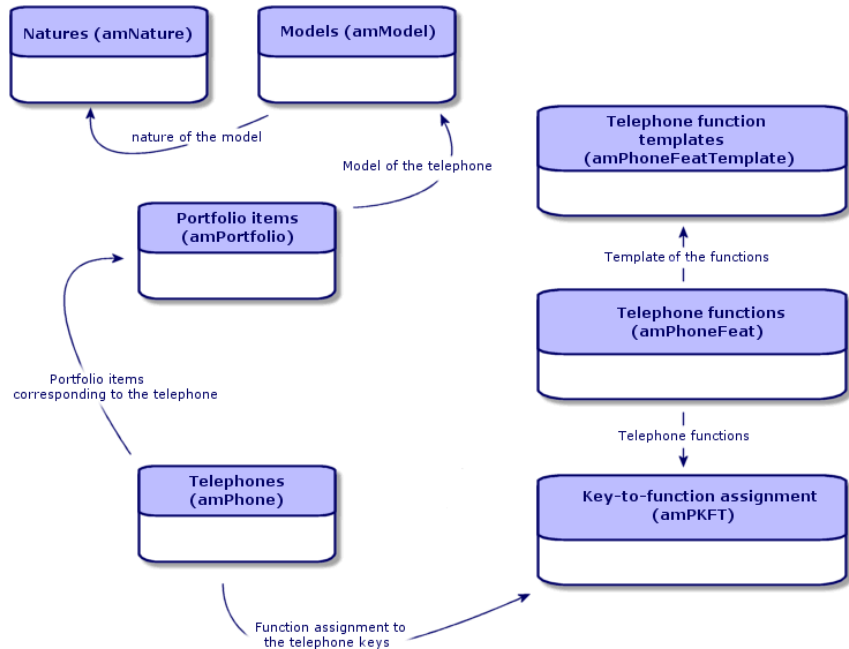
Telephone management

Managing telephones in AssetCenter consists of:

- Recording them in the Telephones table.
- Associating certain functions with their keys.

To consult the detail of a record in the Telephones table, perform the following steps:

- Display the list of telephones via the **Portfolio/Telephones** menu.

- Select a record that corresponds to a telephone in the Assets table, then select the **Telephone** tab.

  ⚠ Warning:

  If the **Telephone** tab does not appear in the detail of an asset, it means that the nature of its model does not indicate **Telephone** in its **Also create** field.

Creating telephones

To create a telephone:

1 Create a nature whose **Create** and **Also create** fields are set to **Portfolio item** and **Telephone**, respectively.

   ➡ Creating the nature for a portfolio item [page 28].

2 Create a telephone model.

3 Create a record in the Assets table that corresponds to your telephone.

   This record automatically creates a record in the Telephones table.

4 Select the **Telephone** tab.

5 Enter the phone number and the extension of this telephone.

6 You can select the **Voice mail** and **Speaker phone** options depending on the specific functions of the telephone.

7 Populate the **Call forward to** link by indicating the telephone to which the call is forwarded to. This link points toward another record in the Telephones table.

8 In the **Call line ID** field, indicate the telephone's CLI (Command-line interface) number.

9 Click **Create** to confirm your creation.

Associating a function with a telephone key

Before you can associate a function with a telephone key, you must create a template of this function.

Creating function templates

To create a function:

1   Display the list of telephone function templates via the **Administration/ List of screens** menu.

2   Create the function template by populating the **Description** field.

Creating functions

To create a function:

1   Display the list of telephone functions via the **Administration/ List of screens** menu.

2   Click **New.**

3   Enter a value in the **Description** field.

4   Populate the **Template** link with the template of the telephone function that you previously created.

5   Select the **Toggle feature** if this function can be activated or deactivated from the codes that you indicate in the fields appearing in the selection of this option.

6   Select the **Identification required** option if the use of this function necessitates an identification code.

Associating a function with a telephone key

To associate a function with a telephone key:

1   Display the list of portfolio items (**Portfolio/Portfolio items**).

2   Select a record corresponding to a telephone.

3   Select the **Telephone** tab.

4   Select the **Functions** sub-tab.

5   Click ▣

6   In the **Starting key** field, indicate the number of the first key having a function on the telephone. In most cases, the first key is either 1 or 0. If the first key is a 0, the number of keys having functions on the telephone is equal to n + the key 0.

    If **0** is the first key on the telephone, the key **5** is in the 6th position on the telephone.

7   In the **Number of keys** field, indicate the number of keys with which you can associate functions. Don't forget to add 1 to this number of keys if 0 is indicated in the **Starting key** field.

8   Populate the **Function** link with the function that you want to associate with the telephone key.

6 Work orders and projects

Portfolio items can be involved in work orders (maintenance) or can be included in projects that necessitate their use (need IT hardware for a long-term training session).

Work orders

A work order is an operation carried out on a portfolio item to resolve a problem: Service, user support, repair, relocation, etc.

To access the list of work orders, select **Work orders** from the **Portfolio** menu.

Work orders are described as a tree structure of work orders (or sub-tasks). You can assign as many sub-tasks to a work order as you like. A work order can be based on a work-order template. A template describes a generic work order or a standard procedure. The information defined in the template is copied over to the work order detail.

Sub-tasks are also work orders. They enable a work order to be divided up into elementary work orders. All sub-tasks must be performed for the work order to be complete.

The sub-task of a work order can be performed sequentially or simultaneously. The **Sequencing** field (SQL name: lSequenceNumber) enables you to specify the order of sub-tasks. This field has the following conditions attached to it:

- Two work orders with the same sequencing level can be executed in parallel.
- A lower number indicates a higher priority in performing the work order/sub-task.

Note:

The **Sequencing** field (SQL name: lSequenceNumber) is not linked to any automatic mechanisms in AssetCenter. It is used to give the user a more specific idea of the order in performing work orders.

Types of work orders

The **Type** field (SQL name: seType) in the **General** tab of the work order detail indicates the type of work order. This field is associated with a system-itemized list.

The fields in the **Tracking** tab in the work order detail vary according to the type of selected work order.

Internal maintenance

You can specify the technician and group in the **Technician** and **Group** fields (SQL name: Technician and EmplGroup) in the **Technician** sub-tab of the **Tracking** tab.

On-contract maintenance

In general, all work orders performed under contract are not invoiced.

- The **Contract** field in the **Technician** sub-tab of the **Tracking** tab enables you to select the contract associated with the work order. AssetCenter only displays contracts associated with the portfolio item concerning this work order.
- You can specify the technician and company in the **Technician** and **Company** fields (SQL names: Contact and Supplier) in the **Technician** sub-tab of the **Tracking** tab. If you populated the **Company** field before populating the **Technician** field, AssetCenter displays contacts from the selected company only.

Off-contract maintenance

These are work orders are just that: work orders not covered by the existing maintenance contract or work orders by companies with which no contract has been signed. In general, these calls are invoiced.

- If this is a work order not covered by an existing maintenance contract, you can specify the contract in the **Contract** field (SQL name: Contract) in the **Technician** sub-tab of the **Tracking** tab. AssetCenter displays the contracts associated with the asset only.
- You can specify the technician by indicating a person from the list of contacts for all third-party companies in the **Technician** field (SQL name: Contact) in the **Technician** sub-tab of the **Tracking** tab. If you populated the **Company** field (SQL name: Supplier), AssetCenter displays contacts from the selected company only.

Evolution of work orders

Life-cycle of a work order

The life-cycle of a work order is as follows:

Figure 6.1. Work order - Full cycle
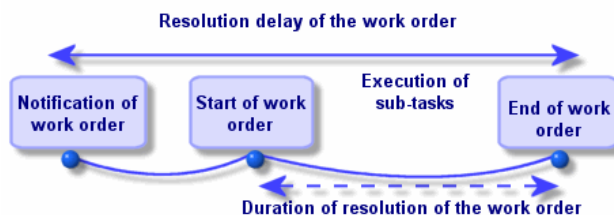
Each step of this cycle occurs on or is scheduled for a given date. The transition to a given stage is reflected in the **Status** field (SQL name: seStatus).

Table 6.1. Workorder - The different statuses

Stage	Status
Notification of work order	**Notified**
Start of work order	**In progress**
End of work order	**Closed**

The detail screen of a work order and the **Scheduling** sub-tab of its **Tracking** tab specify the dates of the different stages: date of notification, planned start date, actual start date, etc.

Status of a work order and automatic mechanisms

The **Status** field (SQL name: seStatus) at the top of a work order specifies its status. This field is automatically calculated by AssetCenter according to the dates given in the **Scheduling** sub-tab of the **Tracking** tab of the work order slip or following an action performed by a user clicking one of the action buttons:

- By default, the status of the work order is: **Notified**.
- The status changes to **Scheduled** when the **Planned start** field (SQL name: dtSchedFixStart) is populated.
- The status changes to **In progress** in of the following cases:
  - The **Actual start** field (SQL name: dtActualFixStart) is populated.
  - The user clicks the 🖋 Start button.
  - The status of one of the work orders is **In progress**.
- The status of the work order changes to **Closed** in the following cases:
  - The **Cumulative labor hours** field (SQL name: tsCumulLaborHours) is populated.
  - The user clicks the **Close** button.
  - All the sub-work orders of a work order are **Closed**.

Tracking work orders

The **Tracking** tab in a work order detail enables you to accurately control the scheduling and performance of a work order.

This tab is divided into a series of sub-tabs.

- The **Technician** tab details, according to the work order type, the information concerning the person responsible for the work order.
- The **Sub-tasks** tab enables you to structure a work order hierarchically by dividing it into a series of sub-work orders. These can be performed in parallel or sequentially according to the value of the **Sequencing** field (SQL name: lSequenceNumber) for each of the sub-work orders.
- The **Scheduling** tab shows a schedule of the work order: Planned date of resolution, Actual date of resolution, date-third party maintenance called (in the case of an **On-contract maintenance** or **Off-contract maintenance** type contract). You can also select a business period calendar that will be used by AssetCenter in calculating dates and time limits linked to the work order.
- The **Close** tab details the information linked to the end of the work order.

Managing work orders

For ease of use, we recommend customizing the link associated with the **Asset** field in the Work Orders table and create a virtual hierarchy.

To customize the displaying of the link associated with the asset:

1 Right-click the **Asset** field
2 Select **Properties of link editor/ Group by/ Select a grouping**
3 In the window that is displayed, select the model associated with the asset (**Model** link).

   Now the list of assets is displayed hierarchically according to the models associated with the assets.

1 When a problem is reported, create a work order report using one of two methods:
   - Display the list of work orders using the **Portfolio/ Work orders** menu and click **New**.
   - Or display the **Maint.** tab of the asset detail and then click the ⊞ button to add a service report.
2 Create the work order.
3 Technicians can find the work orders that concern them by displaying either a view or the work orders list with an appropriate filter (for example, a filter that combines criteria covering fields such as **Technician** (SQL name: Contact), **Company** (SQL name: Supplier), **Maint. provider #** (SQL

name: MaintNumber), **Status** (SQL name: seStatus), **Priority** (SQL name: Priority)).

4　The administrator may regularly analyze the work in progress using views or filters:

- Work orders that have not yet been scheduled: Status = **Notified**.
- Late work orders: Status = **Scheduled** and the **Planned start** (SQL name: dtSchedFixStart) < today's date.
- Ongoing work orders: Status = **In progress**.
- List of work orders whose status is **In progress** by technician, supplier, or contract.

5　The administrator may regularly analyze the work performed using views or filters:

- Difference between the scheduled duration and the actual duration.
- Analysis of the time required to resolve the call.
- Difference between the date of the call to the maintenance supplier and the first call date, compared to the first call delay specified in the contract.

Projects

A project lets you describe an operation concerning a group of assets and/or persons.

To create a project:

1　Use the **Portfolio/ Projects** menu to display the list of projects.
2　Create a new project by clicking **New**.
3　Fill in the fields in the **General** tab, especially the end of project date and if necessary an alarm ☀.
4　Use the **Assets** tab to add the assets used for the project.
5　Specify the employees concerned by the project in the **Employees** tab.
6　If you need to add other assets to the project at a later date, start either from the **Projects** tab in the details of the assets to be added, or from the **Assets** tab in the project detail.
7　Check the status of current projects regularly. Filters and views offer possibilities that make this easy. You can combine criteria concerning the

Start, **End** and **Status** fields (SQL names: dStart, dEnd, and Status) to view projects that are underway, late, etc.

7 Adjusting items

Adjusting items are records in the database that enable you to adjust one or more fields with other records.

Adjusting items and target items

An adjusting item adjusts a field of one or more target items. The adjusting items can be:

- Portfolio items
- Work orders
- Contracts
- Trainings
- Cables

Target items are items with a link to an adjusting item.

Example: The record of a monitor (**Adjusting item**) in the portfolio updates the number of monitors of the computer (**Target item**) to which it is attached.

The types of field adjustments are defined in the models of the adjusting items. There are three types of field adjustments:

- Addition

    Example: Creating 256 MB memory module in the portfolio adds **256** to the **Memory** field of the computer to which it is installed.
- Subtraction

    Example: Creating a 10-hour work order on an asset subtracts **10** from the **Duration** field in the first work order for the same asset.
- Replacement

    Example: Creating a contract covering an asset replaces the previous contract that covered this asset.

The main tables concerned by the adjustment process are the:

- Natures table (amNature)

    This table enables you to define the model of the adjusting item.
- Models table (amModel)

    This table enables you to create the models of the adjusting items. Field adjustment types are defined for each one of these models.
- Field adjustment types table (amFieldAdjustTempl)

    Each type of field adjustment contains the following information:
    - The table of the adjusting item: Portfolio items, Work orders, Contracts, Trainings, Cables.
    - The link of the adjusting item to the target item that triggers the adjustment.

        Example: The action of linking the adjusting item to its parent item (a printer to a computer, for example).
    - The field of the target item that must be modified.

        The field can be one of the fields in the target item's record or it can be linked directly or indirectly to the record of the target item.
    - A script indicating the adjusting value of the field.
- The table of adjusted fields (amFieldAdjustment).

    The record of each adjusted field details:
    - Its date of adjustment.
    - Its value before the adjustment.
    - Its value after the adjustment.
    - The series of links that enable you to access it from the table of the target record.
- The table of adjustments (amAdjustment).

This table regroups all the adjusting items created in the database.

- The Portfolio items, Cables, Work orders, Trainings and Contracts tables.

  These tables contain the records of items that can become adjusting items.

- All the AssetCenter tables.

  These tables contain the target items of the adjustments. Via the use of direct or indirect links, the record of an adjustment item has the possibility of adjusting all the fields of all the tables in AssetCenter.
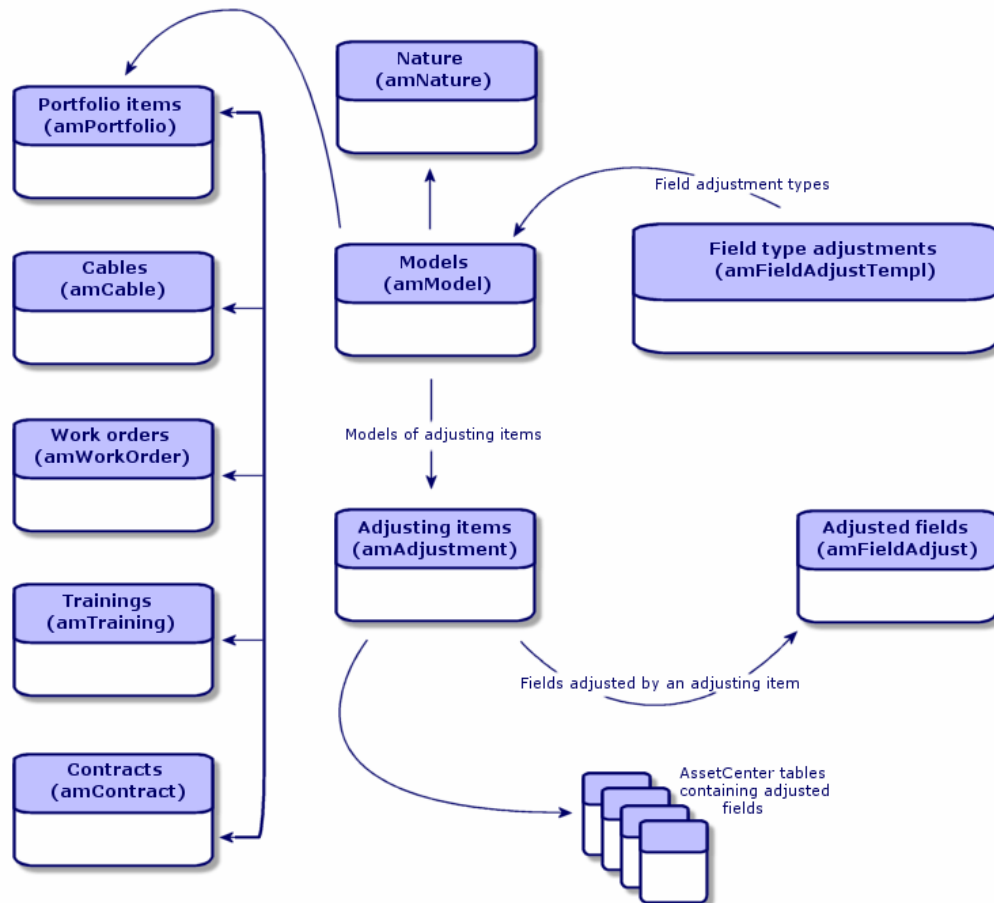
Using adjusting items

Adjusting a field using an adjusting item consists of:
1 Creating a model of an adjusting item.
2 Defining the field adjustment type in this model.
3 Creating the adjusting item.
4 Creating the link that triggers the adjustment of the field.

Creating the model of the adjusting item

➡ Creating a portfolio item model [page 31].

🖉 Note:

All the models are adjusting item models except those models whose nature creates nothing. (Make sure that the **Creates** field of the model's nature is not set to **Nothing**.)

Defining a field adjustment type

In order that an adjusting item can adjust a field, you must define an adjustment type for this field in its model. To define a field adjustment type:
1 Display the list of models (**Portfolio/Models**).
2 Select the model to adjust.
3 Select **Adjustments**.
4 Click ⊞
5 In the **Target** field, specify
   • The link to the target item that will trigger the adjustment of the field.
   • The complete path (link or series of links) that indicates the field to adjust.

```
Parent.Computer.LMemorySizeMb
```
Example: For an adjusting item of the portfolio, you would enter for the **Target**:

Parent indicates the link that will trigger the adjustment. In this case, the action of linking the adjusting item to a parent record in the Portfolio items table: the target item.

Computer.LMemorySizeMb indicates the path leading to the **LMemorySizeMb** field: the field to adjust.

6   Choose a type of adjustment in the **Operation** field: Replacement, Addition, Subtraction.

7   Enter a script in the **Source** field, which returns the value of the adjustment.

```
RetVal = [Model.fv_memory_module]
```

Example: In the case of an addition, this script indicates that the value of the **fv_memory_module** field of the model of the adjusting item is added to the field to adjust.

8   Validate the creation of this field adjustment type by clicking **Add**.

Creating an adjusting item

➡ Creating an asset [page 35].

This section explains how to create a portfolio item corresponding to an asset.

To create adjusting items other than portfolio items, refer to the guides relating to those items. For example, see the **Contracts** guide if you want to create an adjusting contract.

Creating the link triggering the field adjustment

In order for a field to be adjusted, you must create the link specified in the field adjustment type.

If, for an adjusting portfolio item, the link triggering the adjustment is the **Component of** link (**Parent**):

1   Select the adjusting item in the Portfolio items table.

2   Select the **General** tab.

3   Enter or create the **Component of** link.

4   Make sure that the field of the target item has been correctly adjusted.

Adjusting a field - Example

The following sections detail the steps of an example that enables you to adjust the **Memory** field. This field is in the record of a computer using an adjusting item, which corresponds to a 256 MB memory module.

This 256 MB of supplementary memory is added to the value of the computer's **Memory** field (**lMemorySizeMb**) of the computer as soon as the link between this computer and the memory module is created in the Portfolio items table.

Details of the example

Adjusting item	**RAM_256** record of the Portfolio items table.
Target item	**Adjusted_computer** record of the Portfolio items table.
Field to adjust	The **Memory** field (**lMemorySizeMb**) of the **Adjusted_computer record**.
Type of adjustment	Addition of the RAM value to the computer's RAM.
Link triggering the adjustment.	The **Component of** link (**Parent**) between the RAM and the computer.

1 - Creating the target item

1. Display the list of natures via the **Portfolio/Natures** menu.
2. Click **New**.
3. Enter **Computer** in the **Name** field (**Name**).
4. Select **Computer** in the **Also create** field (**seOverflowTbl**).

   Creating natures: ➞ Creating a nature for computers [page 61].
5. Click **Create**.
6. Display the list of models via the **Portfolio/Models** menu.
7. Click **New**.
8. Enter **Adjusted_computer** in the **Name** field (**Name**).
9. Select **Computer** for the **Nature** link (**Nature**).

   Creating models: ➞ Creating a computer model [page 62].
10. Click **Create**.
11. Display the list of portfolio items (**Portfolio/Portfolio items**).
12. Click **New**.
13. Select **Adjusted_computer** for the **Model** link (**Model**).
14. Click **Create**.

    Overflow tables: ➞ Overflow tables [page 19].

    Creating computers: ➞ Creating computers [page 63].

Creating a portfolio item based on a computer model automatically creates a record in the Computers table.

15 Select the **Hardware** sub-tab of the **Computer** tab.

16 Populate the **Memory** field (**lMemorySizeMb**) with the value **256**.

17 Click **Modify**.

2 - Adding the memory_module feature to the Models table

1   Display the list of features via the **Administration/Features** menu.

2   Click **New**.

3   Enter the value **memory_module** in the **Title** field (**TextLabel**).

4   Select the **Input** tab.

5   Select **Numerical** in the **Input type** field (**seDataType**).

6   Click **Create**.

7   Select the **Parameters** tab.

8   Click

9   Select **Models (amModel)** in the **Table** field (**TableName**).

10 Select the **Constraints** tab.

11 Select **Yes** for the **Available** field (**seAvailable**).

12 Click **Add**.

13 Wait for the list of features to appear.

14 Click **Modify**.

3 - Creating the adjusting item

1   Display the list of natures via the **Portfolio/Natures** menu.

2   Click **New**.

3   Enter **Adjustment** in the **Name** field (**Name**).

4   Verify that **Portfolio item** has been selected in the **Create** field (**seBasis**).

Creating natures: Creating the nature for a portfolio item [page 28].

5   Click **Create**.

6   Display the list of models via the **Portfolio/Models** menu.

7   Click **New**.

8   Enter **RAM_256** in the **Name** field (**Name**).

9   Select **Adjustment** for the **Nature** link (**Nature**).

10   Select the **Features** tab.

11   Click ⊞

12   Select the **memory_module** feature (**fv_ram**) in the window that appears.

13   Click **OK**.

14   Assign this feature the value **256**.

15   Click **Create**.

16   Display the list of portfolio items (**Portfolio/Portfolio items**).

17   Click **New**.

18   Select **RAM_256** for the **Model** link (**Model**).

19   Validate this creation by clicking **Create**.

4 - Creating an adjustment type for the model of the adjusting item.

1   Display the list of models (**Portfolio/Models**).

2   Select the **RAM_256** model that you created in the previous step.

3   Select the **Adjustments** tab.

4   Click ⊞

5   Enter **Parent.Computer.lMemorySizeMb** in the **Field to adjust** field (**TargetField**).

     You can also use the button ⦙ to find this link to the **Memory** field (**lMemorySizeMb**) in the Computers table.

6   Enter **RetVal=[Model.fv_memory_module]** in the **Source** editable field (**memScript**).

7   Select **Addition** in the **Operation** field (**seOperation**).

8   Click **Add**.

9   Click **Modify**.

5 - Triggering the adjustment

1   Display the list of portfolio items (**Portfolio/Portfolio items**).

2   Select the **RAM_256** record.

3   Select the **General** tab.
4   Select the **Adjusted_computer** record for the **Component of** link.
5   Click **Modify**.

6 - Verifying the adjustment

1   Display the list of computers via the **Portfolio/Computers** menu.
2   Select the **Adjusted_computer** record.
3   Select the **Hardware** tab.
4   Make sure the **Memory** field (**lMemorySizeMb**) is set to **512** (256 + 256).

7 - Complete information about the adjusted field

1   Display the list of computers via the **Portfolio/Computers** menu.
2   Select the **Adjusted_computer** record.
3   Select the **Adjusted fields** tab.
4   Select the record corresponding to the **Memory** field (**lMemorySizeMb**).
5   Click ▧ to obtain all the information on the adjusted field.
   •   Date of adjustment.
   •   Value of the field before adjustment
   •   Etc.

8 Glossary

This section proposes a glossary of terms used in portfolio management.

🖊 Note:

The terms do not appear in alphabetical order.

Portfolio items

Nature

A record in the Natures table determines the type of item a model can create. When you create a model, you must indicate its nature. The model is then based on this particular nature.

Natures are available for the following models:
- Portfolio items
- Work orders
- Contracts

- Trainings
- Cables

When you create a nature, you define certain parameters that will influence the models based on this nature. Example: Setting the nature's **Management constraint** field (seMgtConstraint) to **Free** enables you to create models of portfolio items that do not have records in the Assets table.

Model

A record in the Models table enables you to create records in the following tables:

- Portfolio items

  The creation of a portfolio item is sometimes accompanied by the simultaneous creation of a record in one of the following overflow tables:

  - Assets table
  - Computers table
  - Telephones table
  - Software installations table

- Work orders
- Contracts
- Trainings
- Cables

When you create a portfolio item, you must specify the model on which it is based. The data entered for a model is automatically reproduced in the records of the portfolio items. Examples: the CPU type of a computer; the applicable tax rate; the length of a contract, etc.

The hierarchical structure of the Models table helps you organize your portfolio. We recommend that you create generic models that encompass more specific sub-models. Example: Printer/Laser printer/Lasterjet printer 8000DN.

Portfolio item

Records in the Portfolio Items table are based on models from which they inherit the features. Depending on the importance of a portfolio item, a management constraint is chosen in the nature of the model on which the

item is based. This contraint conditions whether a portfolio item is created as an asset, a batch or an untracked batch. Depending on the overflow table indicated in the nature of the model, a record created in the Portfolio Items table also creates a record in one of the following tables:

- Assets table
- Computers table
- Telephones table
- Software installations table

Asset

A record in the Assets table corresponds to a portfolio item whose monetary value is high enough to necessitate individual tracking. In AssetCenter, each asset corresponds to two linked records: one in the Portfolio items table; the other in the Assets table. In order for the creation of a record in the Portfolio items table to create the simultaneous creation of a record in the Assets table, you must select the correct management constraint: In the nature of this portfolio item's model, you must set the **Management constraint** field (seMgtConstraint) to **Unique asset tag**.

While it is true that all assets are portfolio items, it is not true that all portfolio items are assets.

Overflow table

An overflow table holds records that were created there simultaneously when they were originally created in another table.

In AssetCenter, an overflow table can be specified in the nature of a portfolio item's model. According to this nature, the creation of a portfolio item's record in the Portfolio items table can be accompanied by the simultaneous creation of a record in one of the following overflow tables:

- Assets table
- Computers table
- Telephones table
- Software installations table

Batch

A batch is composed of several identical items whose quantity is expressed either in number of items (a batch of 100 chairs) or in a unit of measurement (a batch of one ton of sand). The creation of a batch means that two linked records will be created: one in the Portfolio items table; one in the Assets and batches table. In the portfolio, a batch can be divided between several locations, for example. Each division creates a second record, and the quantity of the divided batch is reduced by the number of items taken out to make the new batch. Example: Ten chairs from a batch of 100 chairs is relocated to another department. The quantity of this batch drops to 90 chairs, and a second batch record is created having a quantity of 10 chairs.

Untracked batch

An untracked batch is a batch that doesn't correspond to any records in the Assets and batches table. To create an untracked batch, its nature must have a free management constraint. Untracked batches are reserved for items of little value: supplies and consumables. As such, there is no tracking information associated with this kind of batch either. To turn an untracked batch into a tracked batch, you must create a corresponding link in the Assets and batches table (using the **Tag** button in the Portfolio items table).

Consumable

Consumables are portfolio items. When you select **Consumable** in the nature of a model, it indicates that the portfolio items based on this model are consumables.

Management constraint

The management constraint of a portfolio item is indicated in its nature. This constraint determines the use of an asset tag: A portfolio item that has an asset tag is automatically recorded in both the Portfolio items table and the Assets and batches table. A portfolio item without an asset tag is only recorded in the Portfolio items table.

Three management constraints are available:

- Unique asset tag

  This management constraint is reserved for individual assets in your portfolio that will have a unique asset tag.

- Asset tag

  This management constraint is reserved for tracked batches. An asset tag is assigned to this kind of batch when it's created. All sub-batches resulting from the division of this batch will also share the same asset tag. (They all correspond to the same record in the Assets and Batches table.)

- Free

  This management constraint is reserved for untracked batches. No asset tags are assigned to this kind of batch upon its creation, nor do any records correspond to this portfolio item in the Assets and Batches table. The management constraint is free because you can, at any moment, assign an asset tag to an untracked batch to turn it into a tracked batch.

Management type

Three types of management types are available in AssetCenter:

- Individualized management

  Used for assets. Each asset is tracked individually.

- Collective management

  Used for batches. The items in the batch are not tracked individually in the Assets and Batches table, but instead they are tracked collectively. Example: The acquisition price of the batch does not correspond to each item in that batch, but to all the items in that batch.

- Undifferentiated management

  Used for untracked batches. The items in the batch are only recorded in the Portfolio items table. However, you can decide to assign an asset tag to an untracked batch at any time so that it benefits from the tracking methods in place for tracked batches. You can even turn an untracked batch into an individual asset, if there is only one item in the batch.

Tracking

Each record in the Assets and Batches table benefits from triple-tracking:

- Technical tracking

Example: the hardware features of a computer.
- Financial tracking

  Example: the depreciation type of an asset.
- Contractual tracking

  Example: the maintenance contracts linked to a server.

Stock

A stock contains the items in your portfolio that have not yet been assigned. AssetCenter enables you to assign rules to a stock that trigger automatic purchase requests in order to replenish that stock.

Assignment

The assignment of a portfolio item defines its status in your portfolio. In AssetCenter, the different possible assignments are: **In use, In stock, Retired, Awaiting receipt, Return for maintenance, Return to supplier** or **Missing**.

Quantity

Quantities are reserved for describing portfolio items that are managed in batches. The quantity can be expressed in a unit of measurement (a batch of a ton of cement) or in a number of items (a batch of 100 chairs). From the model of a batch, you can create several batches, each differentiated by their quantities.

Software

Software installation/utilization

Software installations/utilizations are represented in the database by portfolio items.

When the software is physically installed on a computer, it can be declared as a component of the computer.

When the software does not require being physically installed, it can be associated with its user.

Software license

A software license is an asset that describes the user rights (number of possible installations, number of database accesses, etc).

Example: A license giving you the right to 1000 accesses to an AssetCenter database.

The contractual aspects of the license are described at the contract level.

License/Entitlement right

The software counters count off license rights/entitlements and compare them with counted installations/utilizations.

Software counter

A software counter is used to reconcile a rights count with with an installations/utilizations count.

These counts can be grouped together (by user, by cost center, etc.).

A counter enables you to:
• Verify compliance with a software provider,
• Verify compliance with internal policies.

Counters can easily be used to count other things than software.

Named entitlements

Software counters count rights and installations/utilizations

For rights, it is often possible to use a simple query to identify the records to be used as the basis of the count (For example: All employees in the accounting department).

However, it is not always possible to define a simple query. (For example: When the records to be used do not have a common denominator).

In this case, we need to define a named entitlement in which the records to be selected are listed one by one.

Projects

Project

A project concerns portfolio items and/or company employees. (Example: The division of one department into several departments). AssetCenter enables you to precisely track all your company's projects, and each one can use contracts or work orders.

9 References (Portfolio)

CHAPTER

Menus and tabs (Portfolio)

The Portfolio module uses numerous menus.

The following menus are all directly linked to the Portfolio module:

Table 9.1. Menus and tabs (Portfolio) - list

Sub-menu	Table that the menu accesses (label and SQL name)	Dedicated tabs, fields or links	Comments	Section of the guide to consult
File menu				
Activate modules	Does not apply.	Does not apply.	Enables you to activate or deactivate the Portfolio module; if your license file authorizes it.	Refer to the **User interface** guide, chapter **Customizing a client workstation**, section **Activating the modules**.

Sub-menu	Table that the menu accesses (label and SQL name)	Dedicated tabs, fields or links	Comments	Section of the guide to consult
Portfolio menu				
Portfolio items	Portfolio items (amPortfolio)	• All		Portfolio items [page 27]
Assets and batches	Assets (amAsset)	• All		Assets [page 35] Batches [page 38] Untracked batches [page 43]
Computers	Computers (am-Computer)	• All		IT portfolio [page 61]
Telephones	Telephones (am-Phone)	• All		Telephones [page 131]
Internal requests	Requests (amRe-quest)	• **Replace-ments** tab		Movements of portfolio items [page 51]
Natures	Natures (am-Nature)	• All		Natures [page 27]
Models	Models (amMod-el)	• All		Models [page 30]
Standard re-quests	Requests (amRe-quest)	• **Replace-ments** tab		Movements of portfolio items [page 51]
Brands	Brands (am-Brand)	• All		Creating a portfo-lio item model [page 31]
Software coun-ters	Software coun-ters (amSoftLic-Counter)	• All		Software control [page 89]
Verification of li-censes	Workflow schemes (amWfS-cheme)	• All		Software licenses and entitlements [page 88]
Locations	Locations (am-Location)	• **Portfolio** tab		Contextualiza-tion and tracking of portfolio items [page 22]
Departments and employees	Employees (amEmplDept)	• **Portfolio** tab		Main tables used in portfolio man-agement [page 17]

Sub-menu	Table that the menu accesses (label and SQL name)	Dedicated tabs, fields or links	Comments	Section of the guide to consult
Named entitlements	Named entitlements (amEntitlement)	• All		
Projects	Projects (amProject)	• **Assets** tab		Projects [page 140]
Stocks	Stocks (amStock)	• All		Stocks [page 55]
Work orders	Work orders (amWorkOrder)	• **Consumption** tab		Work orders [page 135]
Procurement menu				
Purchase requests	Requests (amRequest)	• **Replacements** tab • **Deliv. stock** (stock) link		Movements of portfolio items [page 51]
Purchase orders and estimates	Orders (amPOrder)	• **Deliv. stock** (stock) link		Stocks [page 55]
Receipt	Receiving slips (amReceipt)	• **Stock** (stock) link		Stocks [page 55]
Contracts menu				
Contracts	Contracts (amContract)	• **Assets** tab • **Assets (leased)** tab		Assets linked to a contract [page 54]
Blanket purchase orders	Contracts (amContract)	• **Assets** tab • **Assets (leased)** tab		Assets linked to a contract [page 54]
Master leases	Contracts (amContract)	• **Assets** tab • **Assets (leased)** tab		Assets linked to a contract [page 54]
Lease schedules	Contracts (amContract)	• **Assets** tab • **Assets (leased)** tab		Assets linked to a contract [page 54]
Returns - end of term	Return envelope (amReturnEnv)	• **Assets** tab		Assets linked to a contract [page 54]
Finance menu				

Sub-menu	Table that the menu accesses (label and SQL name)	Dedicated tabs, fields or links	Comments	Section of the guide to consult
Fixed assets	Fixed assets (am-FixedAsset)	• **Assets** tab		Financial tracking of assets [page 46]
Tools menu				
Actions/ Edit	Actions (amAction)	Does not apply.		Refer to the **User interface** guide, chapter **Reference information**, section **Actions**.
Actions/ <Name of the action>	Does not apply.	Does not apply.	Proposes the actions that are either non-contextual or whose contexts are active. Enables you to trigger the selected action.	Actions and wizards (Portfolio) [page 173]
Customize toolbar	Does not apply.	Does not apply.	Enables you to add icons to or drop icons from the toolbar.	Toolbar icons (Portfolio) [page 165]
Reporting/ Reports	Reports (amReport)	Does not apply.	Enables you to access printable reports.	Reports and forms (Portfolio) [page 176]
Reporting/ Forms	Forms (amForm)	Does not apply.		Reports and forms (Portfolio) [page 176]
Administration menu				

Sub-menu	Table that the menu accesses (label and SQL name)	Dedicated tabs, fields or links	Comments	Section of the guide to consult
List of screens	Does not apply.	Does not apply.	Enables you to access tables that are not accessible by the present menus. This task is reserved for the administrator. This is because these tables are not usually modified directly.	Refer to the **User interface** guide, chapter **Record lists**, chapter **Using lists**.
Itemized lists	Itemized lists (amItemizedList)	Does not apply.		Itemized lists (Portfolio) [page 171]
Counters	Counters (am-Counter)	Does not apply.		Counters (Portfolio) [page 173]
Calculated fields	Calculated fields (amCalcField)	Does not apply.		Calculated fields (Portfolio) [page 172]
Connection types	Connection types (amCnxType)	All		Connections between computers [page 66] Creating a connection [page 67]

Toolbar icons (Portfolio)

Certain icons in the toolbar are specific to the Portfolio module.

To obtain this list and add these icons to the toolbar:

1 Select the **Tools/ Customize toolbar** menu.
2 Select the **Tools** tab.
3 Select **Portfolio** in the **Categories** list.
4 Drag and drop the icons that you want onto the toolbar.

For more information on customizing the toolbar, consult the **User interface** guide, chapter **Customizing a client workstation**, section **Customizing the toolbar**.

Interface options (Portfolio)

None of these options are specific to the Portfolio module.

For more information on configuring the interface options, consult the **User interface** guide, chapter **Customizing a client workstation**, section **AssetCenter interface options**.

Tables (Portfolio)

The Portfolio module uses numerous tables.

The following tables are all linked to the Portfolio module:

Table 9.2. Tables (Portfolio) - list

Table label	SQL name of the table	Menus enabling you to access the table	Section of the guide to consult
Generic tables			
Assets	amAsset	Portfolio/ Portfolio items	Main tables used in portfolio management [page 17]
		Portfolio / Assets and batches	Assets [page 35]
Assets included in projects	amAstProjDesc	Portfolio/ Projects, **Assets** tab	Main tables used in portfolio management [page 17]
			Projects [page 140]
Assets replaced	amRelAstReplReq	Procurement/ Purchase request, **Replacements** tab.	Main tables used in portfolio management [page 17]
		Portfolio / Internal requests, **Replacements** tab	Assets [page 35]

Table label	SQL name of the table	Menus enabling you to access the table	Section of the guide to consult
Connections	amConnection	Portfolio / Assets and batches, **Connections** tab	Connections between computers [page 66]
Depreciation allowance	amDprLine	Finance / Fixed assets, **Allowances** tab.	Financial tracking of assets [page 46]
Portfolio items	amPortfolio	Portfolio/ Portfolio items	Main tables used in portfolio management [page 17]
Depreciation calculation formulas	amDeprScheme	Finance / Depreciation calculation formulas	Financial tracking of assets [page 46]
Fixed assets	amFixedAsset	Portfolio / Assets and batches, **Fixed asset** tab Finance / Fixed assets	Financial tracking of assets [page 46]
Work orders	amWorkOrder	Portfolio/ Work orders	Work orders [page 135]
Brands	amBrand	Portfolio/ Brands	Creating a portfolio item model [page 31]
Models	amModel	Portfolio/ Models	Main tables used in portfolio management [page 17] Models [page 30]
Natures	amNature	Portfolio/ Natures	Overflow tables [page 19]
Stock rules	amStockRule	Portfolio / Stocks, **Management** tab	Stocks [page 55]
Asset- Fixed Asset relation	amRelFixedAsset	Portfolio / Assets and batches, **Fixed asset** tab	Financial tracking of assets [page 46]
Stock	amStock	Portfolio/ Stocks	Stocks [page 55]
Units	amUnit	Administration / Units	Units used in batches [page 33]
Tables specific to computers			
Computers	amComputer	Portfolio / Assets and batches, **Computer** tab	Overflow tables [page 19]
Connection types	amCnxType	Administration/ Connection types	Connections between computers [page 66] Creating a connection [page 67]

Table label	SQL name of the table	Menus enabling you to access the table	Section of the guide to consult
Tables specific to software			
Named entitlements	amEntitlement	Portfolio/ Named entitlements	Practical case 1c: Internal assignment of rights [page 106]
Software counters	amSoftLicCounter	Portfolio/ Software counters	Software control [page 89]
		Administration / List of screens, **Software counters (previous format)** line	
Rights / Utilizations count	amRightsUsesCount	Administration / List of screens, **Rights / Utilizations count** line	Periodical cleaning [page 97]
Installations to create	amModelSoftInfo	Administration / List of screens, **Installations to create** line	Software installations and utilizations [page 87]
Software installations	amSoftInstall	Administration / List of screens, **Software installations** line	Software installations and utilizations [page 87]
Tables specific to adjusting items			
Adjusted fields	amFieldAdjust	Administration / List of screens, **Adjusted fields** line	Adjusting items [page 143]
Adjusting items	amAdjustment	Portfolio / Portfolio items, **Adjustments** tab	Adjusting items [page 143]
Adjustment types	amFieldAdjustTempl	Portfolio / Models, **Adjustment types** tab	Adjusting items [page 143]
Tables specific to telephones			
Assignments of functions to keys	amPKFT	Administration / List of screens, **Assignment of functions to keys** line	Telephones [page 131]
Telephone functions	amPhoneFeat	Administration / List of screens, **Telephone functions** line	Telephones [page 131]

Table label	SQL name of the table	Menus enabling you to access the table	Section of the guide to consult
Telephone function templates	amPhoneFeatTemplate	Administration / List of screens, **Telephone function templates** line	Telephones [page 131]
Telephones	amPhone	Portfolio/ Telephones	Telephones [page 131]

Relationships between tables (Portfolio)

The Portfolio module uses numerous tables in the AssetCenter database. There are also numerous links between such tables. Because of these links, you will find it useful to populate these tables in a certain, defined order.

The order that we propose below is not mandatory: AssetCenter enables you to create missing records in linked tables whenever it is necessary.

Here is a table that optimizes the order of how you should create your records. It indicates which dependant tables you need to populate.

The practical case that is developed throughout the course of this guide respects these recommendations.

We have voluntarily excluded the tables that are indirectly linked to the portfolio:

- Brands
- Locations
- Projects
- Work orders

We have also excluded secondary tables that are directly linked to the Portfolio module. They are automatically populated when records are created in the principal tables.

Table 9.3. Dependent relation between tables (Portfolio) table

Table (label and SQL name)	Tables to populate beforehand (label and SQL name)	Mandatory values	Automatically created records
Models (amModel)	Nature (amNature)		

Table (label and SQL name)	Tables to populate beforehand (label and SQL name)	Mandatory values	Automatically created records
Portfolio (am-Portfolio)	1. Nature (amNature)		
	2. Model (amModel)		
Assets (amAsset)	1. Nature (amNature)		
	2. Model (amModel)		
Software installations (amSoftInstal)	1. Nature (amNature)	**Create** (sebasis): **Portfolio item** **Also create** (seOverflowTbl): **Software installations**	Portfolio item
	2. Model (amModel)	**Management constraint** (seMgtConstraint): **Asset tag**	
Computers (am-Computer)	1. Nature (amNature)	**Create** (sebasis): **Portfolio item** **Also create** (seOverflowTbl): **Computer** **Management constraint** (seMgtConstraint): **Unique asset tag**	• Portfolio item • Asset
	2. Model (amModel)		
Telephones (am-Phone)	1. Nature (amNature)	**Create** (sebasis): **Portfolio item** **Also create** (seOverflowTbl): **Telephones** **Management constraint** (seMgtConstraint): **Unique asset tag**	• Portfolio item • Asset
	2. Model (amModel)		

Itemized lists (Portfolio)

You can select the value of certain fields using an open or closed itemized list.

To access the **Itemized lists** table (**amItemizedList),** use the **Administration/Itemized lists** menu.

The following table details itemized lists specific to the Portfolio module.

Table 9.4. Itemized lists (Portfolio) - list

Table (label and SQL name)	Field populated using an itemized list (label and SQL name)	Itemized list identifier
General itemized lists		
Assets (amAsset)	Reason (DisposReason)	amDisposReason
	Conditions (MaintCond)	amMaintCond
	Oper. System (SoftOS)	amOS
	Media (SoftMedia)	amSoftMedia
	Status (Status)	amStatus
	Termination option (TerminOpt)	amTerminOpt
	Conditions (WarrCond)	amWarrCond
Fixed assets (amFixedAsset)	Calculation method (DeprCalcMode)	amDeprCalcMode
	Type (DeprType)	amDeprType
	Family (Family)	amFixedAstFamily
Models (amModel)	Cable type (CableType)	amCableType
	Certification (Certification)	amCertification
	Nature of the contract (ContractNature)	amCntrNature
	CPU type (CPUType)	amCPUType
	Device type (DeviceType)	amDeviceType
	System (SoftOS)	amOS
	Media (SoftMedia)	amSoftMedia
	Priority (WOPriority)	amWOPriority
Stocks (amStock)	Priority (ReqPriority)	amReqPriority
	Status (ReqStatus)	amReqStatus
	Type (ReqType)	amReqType
Units (amUnit)	Dimension (Dimension)	amDimension
	Reference unit (DstConvSym)	amUnitSymbol
	Symbol (Symbol)	amUnitSymbol

Table (label and SQL name)	Field populated using an itemized list (label and SQL name)	Itemized list identifier
Depreciation allowances (amDprLine)	Family (Family)	amFixedAstFamily
Itemized lists specific to computers		
Computers (amComputer)	Computer type (ComputerType)	amComputerType
	CPU version (CPUInternal)	amCPUInternal
	CPU type (CPUType)	amCPUType
	Oper. System (Operating system)	amOS
	Scanner description (ScannerDesc)	amScannerDesc
	Scanner version (ScannerVersion)	amScannerVersion
Connections (amConnection)	Field 2	amCnxField2
Itemized lists specific to software		
Software counters (amSoftLicCounter)	Nature (Type)	amSLCountNature

For more information about itemized lists, consult the **Advanced use** guide, chapter **Itemized lists**.

Calculated fields (Portfolio)

The Portfolio module uses certain calculated fields.

These calculated fields are used in the default values of certain fields.

The following table details calculated fields specific to the Portfolio module.

Table 9.5. Calculated fields (Portfolio) - list

Label of the calculated field	SQL name of the calculated field	Label and SQL name of the field that uses the calculated field	Use
Yearly TCO	AvgYearlyTco	Models (amModel) Assets (amAsset)	Enables you to calculate the total cost of an asset's annual use.

You can customize these calculated fields.

For more information about calculated fields, consult the **Advanced use** guide, **Calculated fields** chapter.

For more information about writing scripts, consult the **Advanced use** guide, **Scripts** chapter.

For more information on using APIs, refer to the **Programmer's reference** guide.

Counters (Portfolio)

The Portfolio module uses certain counters.

These counters are used in the default values of certain fields.

To access the **Counters** table (amCounter), use the **Administration/Counters** menu.

The following counters are all directly linked to the Portfolio module:

Table 9.6. Counters (Portfolio) - list

SQL name of the counter	Label and SQL name of the table that uses the counter	Label and SQL name of the field that uses the counter
amModel_BarCode	Models (amModel)	**Bar code** (code)
amModel_ModelRef	Models (amModel)	**Technical ref.** (code)
amNature_Code	Natures (amNature)	**Code** (code)
amStock_Code	Stocks (amStock)	**Code** (code)

To learn more about using counters, refer to the **Administration** guide, chapter **Customizing the database**, section **Counters in field default values**.

Actions and wizards (Portfolio)

The Portfolio module uses actions to automate common tasks.

To access the **Actions** table (**amAction**), select the **Tools/ Actions/ Edit** menu.

You can filter the actions linked to the Portfolio module by using a simple filter on one of the following fields:

- Domain (**Domain**)
- Nature (**Nature**)

The following actions are all linked to the Portfolio module:

Table 9.7. Actions and wizards (Portfolio) - list

Name of action	SQL name of the action	Type of action	Context of the action (SQL name of the table)	Section of the guide to consult
General actions and wizards				
Divide a batch	sysSplitAssignment	Wizard	Portfolio items (am-Portfolio)	Batches [page 38]
Create the items in the request	sysProcRequestExecuteAll	Wizard	Requests (amRequest)	Movements of portfolio items [page 51]
Tag a portfolio item	sysTagItem	Wizard	Portfolio items (am-Portfolio)	Untracked batches [page 43]
Actions and wizards specific to computers				
New computer/computer group	sysCoreCpuNew	Wizard	Computers (amComputer)	Computers [page 61]
Actions and wizards specific to software				
Create a counter	sysCoreSoftLicCounterCreate	Wizard		Creating a counter using a wizard [page 94]
Create a simple counter	sysCoreSimpleSoftCounterCreate	Wizard		Creating a counter using a wizard [page 94]
Relaunch the software counter	sysCoreSoftLicCountCalc	Script	Software counters (amSoftLicCounter)	Updating the results of a software counter [page 96]

For more information about actions, refer to the **Advanced use** guide, chapter **Actions**.

For more information about writing scripts, refer to the **Advanced use** guide, chapter **Scripts**.

For more information on using APIs, refer to the **Programmer's reference** guide.

You can create new actions or customize existing ones.

AssetCenter Server modules (Portfolio)

Certain AssetCenter Server modules are specific to the Portfolio module.

To obtain a list of the AssetCenter Server modules:

1 Launch AssetCenter Server.
2 Connect to your AssetCenter database.
3 Select the **Tools/ Configure modules** menu.

Table 9.8. AssetCenter Server modules (Portfolio) - list

Name of the module	Description
General modules	
AddUser	Adds NT users to the database.
Stock	Verifies stocks.
Delivery	Creates portfolio items corresponding to the items received.
Modules specific to computers	
AddCpu	Adds computers to the NT domain in the database.
GetFsf	Recovers the results from the scanners.
IddAc	Updates the database using the results from the scanners.
SendScan	Sends the scanner to scan the computers.

For more information about the AssetCenter Server modules, consult the **Administration** guide, chapter **AssetCenter Server**, section **Configuring the modules monitored by AssetCenter Server**.

System data and Line-of-business data (Portfolio)

AssetCenter is provided with a standard set of data.

These data sets are a part of one of the following groups:

•   **System data:** data that is indispensable in order for AssetCenter to function.

- **Line-of-business data**: Basic data to insert into your production database if you find it useful.

  This data is divided into functional areas.

- **Sample data**: data that is useful to familiarize yourself with AssetCenter.

System data specific to the Portfolio module

No system data is available for the Portfolio module.

Line-of-business data specific to the Portfolio module

The **line-of-business data** concerning the Portoflio module applies to numerous tables. Here are some examples:

- Actions (amAction)

  Example: Assigning employees or assets to a project.

- Features (amFeature)

- Application options (amOption)

The **line-of-business data** specific to the Portfolio module is automatically included in the demonstration database installed with AssetCenter.

The **line-of-business data** specific to the Portfolio module is included in your working database if you select this option with AssetCenter Database Administrator.

Reports and forms (Portfolio)

AssetCenter is provided with reports and forms. Certain are specific to the Portfolio module.

In order for these reports and forms to be available in your database, you must import them from the AssetCenter Database Administrator.

Importing and identifying reports specific to the Portfolio module

To find out how to import reports, refer to the **Advanced use** guide, chapter **Crystal Reports**, section **Installing and using the reporting tool**, sub-section **Installing preconfigured Crystal Reports in your database**.

To identify the reports specific to the Portfolio module, refer to the **Advanced use** guide, chapter **Crystal Reports**, section **Identifying Crystal reports specific to a given module**.

Importing and identifying forms specific to the Portfolio module

To find out how to import forms, refer to the **Advanced use** guide, chapter **Forms**, section **Installing preconfigured forms into your working database**.

To identify the forms specific to the Portfolio module, refer to the **Advanced use** guide, chapter **Forms**, section **Identifying forms specific to a given module**.

Automatic background processes (Portfolio)

For more information on the automatic background processes executed by AssetCenter, consult the **Database structure** guide. For each table discussed in this guide, you will find a **Background processes** section.

APIs (Portfolio)

Certain AssetCenter APIs apply to the Portfolio module.

To obtain a list and description of these APIs, consult the **Programmer's reference** guide.

Views (Portfolio)

No views have been specifically dedicated to the Portfolio module.

For more information on using views, refer to the **User interface** guide, chapter **Using views**.

Other documentations (Portfolio)

This guide only provides information directly relating to the Portfolio module.

To obtain associated information not covered in this guide, we recommend that you read the following documents:

Table 9.9. Other documentation (Portfolio) - list

Document			Format	Location in the AssetCenter installation folder
Installation	•	Installation of AssetCenter	Printed	**\doc\pdf\Installation*.pdf**
			Online	**\doc\chm\install*.chm**
Core tables	•	Location management	Printed	**\doc\pdf\CommonTables*.pdf**
			Online	**\doc\chm\common*.chm**
Introduction	•	General interface of the application	Printed	**\doc\pdf\UserInterface*.pdf**
			Online	**\doc\chm\userint*.chm**
Cable and Circuit	•	Cable management	Printed	**\doc\pdf\CableAndCircuit*.pdf**
			Online	**\doc\chm\cable*.chm**
Administration	•	Use of wizards	Printed	**\doc\pdf\Administration*.pdf**
	•	Customization of fields	Online	**\doc\chm\admin*.chm**
	•	Use of calculated fields		
Advanced use	•	Itemized-list management	Printed	**\doc\pdf\AdvancedUse*.pdf**
			Online	**\doc\chm\advanced*.chm**
	•	Creation of scripts		

Document		Format	Location in the AssetCenter installation folder
Context-sensitive help for fields and links	• Use of database fields and links	Online	To access contextual help on a field or link: 1 Select a field or link. 2 Perform one of the following actions: • Right-click and select **Help on this field** from the shortcut menu. • Press **Shift** and **F1** simultaneously on the keyboard. • Select the **Help/Help on this field** menu.
Programmer's reference	• Use of APIs	Printed	**\doc\pdf\ProgrammersReference*.pdf**
		Online	**\doc\progref*.chm**
Database structure	• List of the database's tables, fields, links and indexes • Automatic agents triggered by AssetCenter.	Text file	• **doc\infos\database.txt** • **\infos\tables.txt**
		Online	**\doc\chm\dbstruct*.chm**
General online help	• The functioning of the entire application	Online	To access general online help, perform one of the following actions: 1 Press **F1** on the keyboard. 2 Select the **Help/ Index** menu.

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