

# WinReporter<sup>®</sup>

## Getting Started Guide

For additional information about WinReporter, please contact IS Decisions at one of the following:

**Phone:** +335.59.41.42.20 (French time, i.e GMT +1)  
**Fax:** +335.59.41.42.21  
**Web:** <http://www.isdecisions.com>  
**Email:** [info@isdecisions.com](mailto:info@isdecisions.com)

For technical assistance, please use our Technical Support Request Form at:

<http://www.isdecisions.com/index.cfm?p=support>

Or send an Email to [support@winreporter.com](mailto:support@winreporter.com)

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## Welcome to WinReporter<sup>™</sup>

### Overview

WinReporter<sup>™</sup> allows you to scan all computers throughout your Windows network and store collected information into a database.

The collected information can then be displayed and printed using 55 different reports enhanced with filter and sort options as well as graphics. Customized SQL queries can also be used.

### System requirements

For the computer running WinReporter:

- Windows 2000/XP/2003/Vista/2008
- 1 GB RAM
- 100 MB free disk space
- PIV 3 GHz or more, Core 2/Athlon 64 2 GHz or more

For computers being scanned:

- Windows NT 4/2000/XP/2003/Vista/2008

### WinReporter<sup>™</sup> setup

In order to install WinReporter, just execute the “**WinReporter\_x86.exe**” installation package.

During the setup you will have to go through the following steps:

1. **Welcome** Click *Next*
2. **License agreement** Read the license, check *I agree* and click *Next*
3. **Destination folder** Select the folder where you want to install WinReporter and click *Next*
4. **Setup type** Select *Complete* and click *Next*
5. **Ready to install** Click *Install*

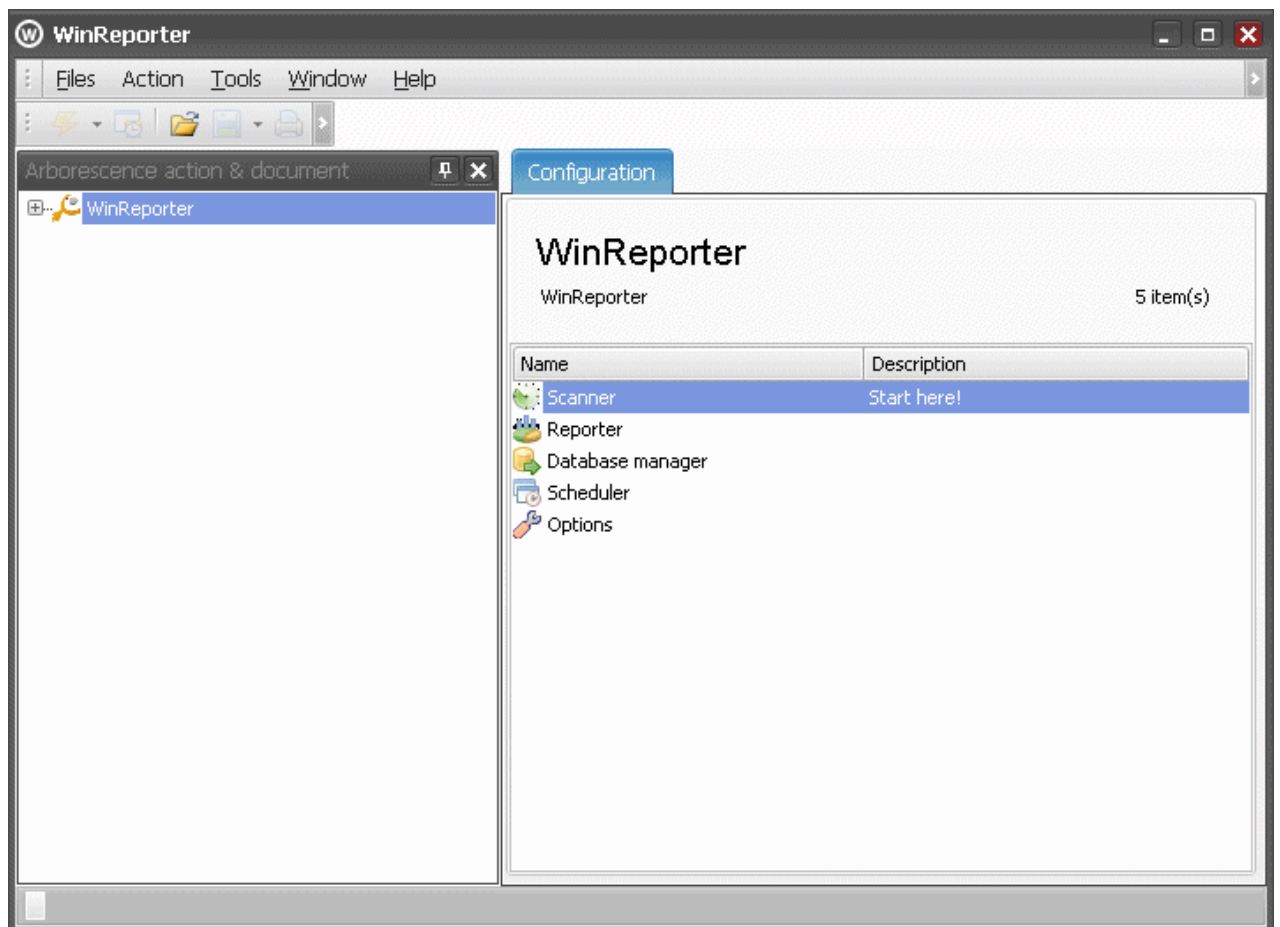
## Your first scan

### 1) Start the scan

#### Step 1 Run WinReporter and display scan settings

Run WinReporter™ from the *Start \ Programs \ WinReporter 4* menu.

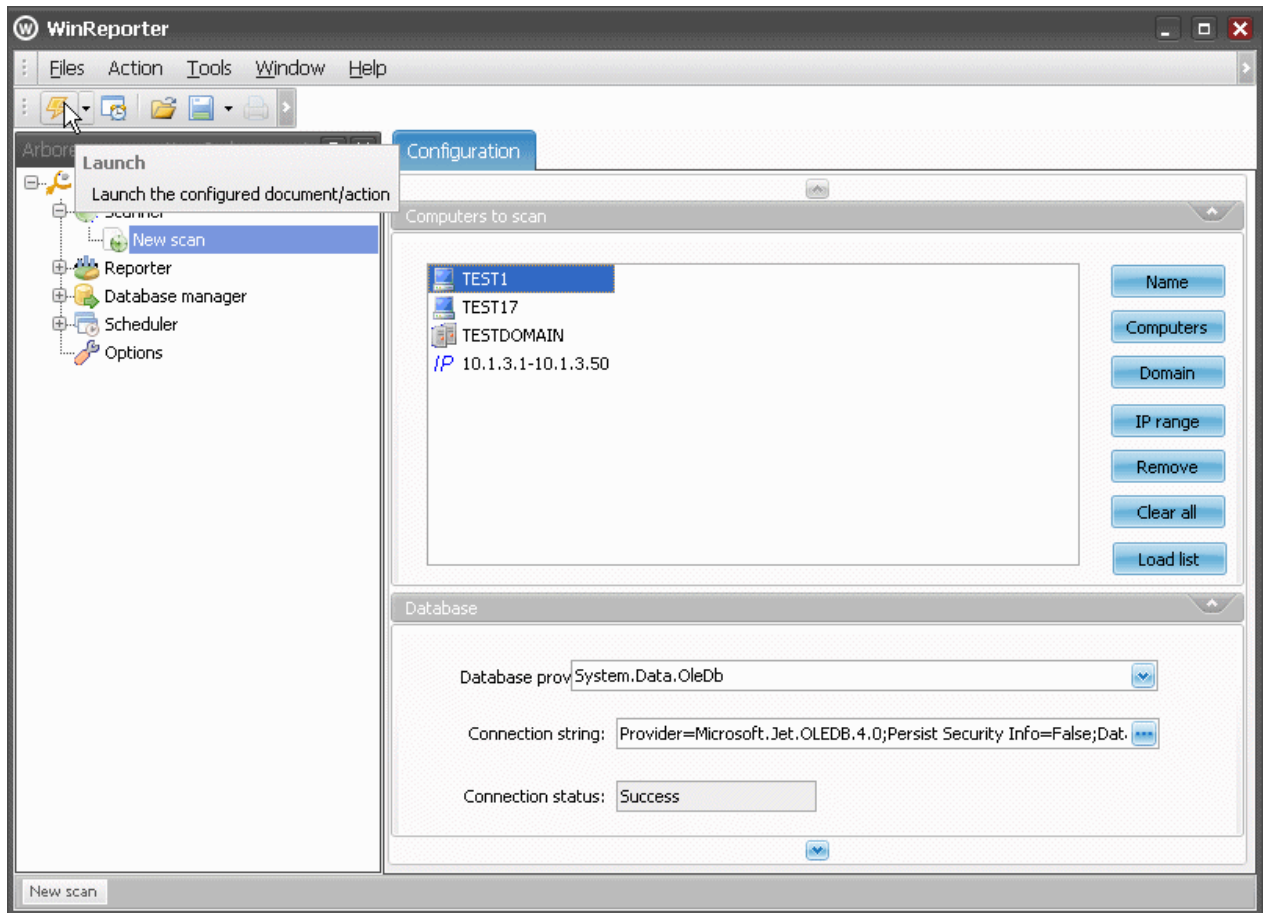
You will then see the following window (*Figure 1*).



**Figure 1 : Welcome to WinReporter**

In order to start your first scan, double click on *Scanner* and on *New scan*

**Step 2: Select computers you want to scan and start the scan**



**Figure 2 : Servers selection**

Specify in the first configuration section the names of the computers you want to scan.

You can either select them from the computer browser or enter them manually. You can also select a whole domain to scan or an IP range.

**Important!** The user account running the scanner should **have administrative rights on all computers to scan.**

Your scan is now ready to start, click on the *Launch* button in order to start it.

### Step 3: The scan is running

During the scan, you can follow the scan progression with the progress window.

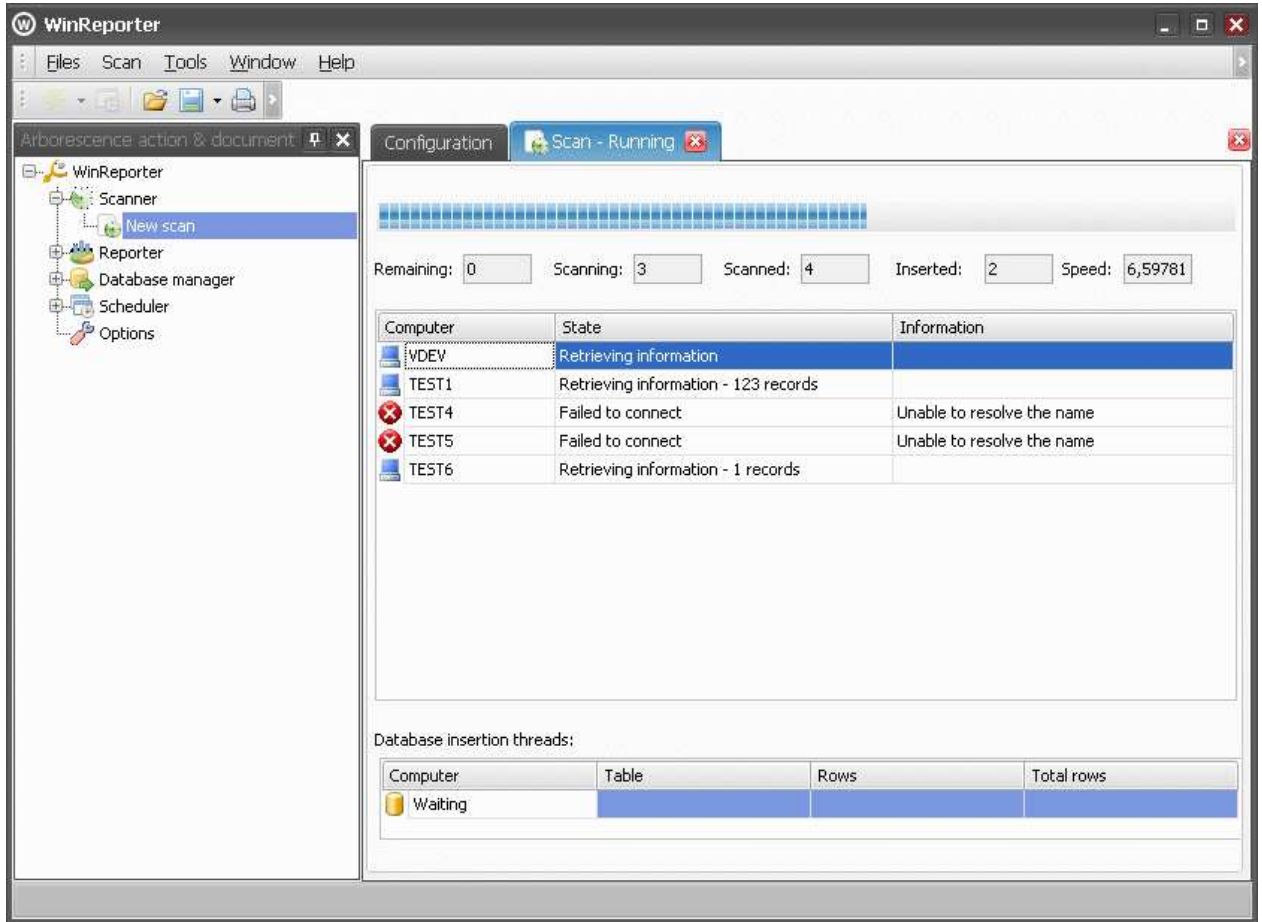
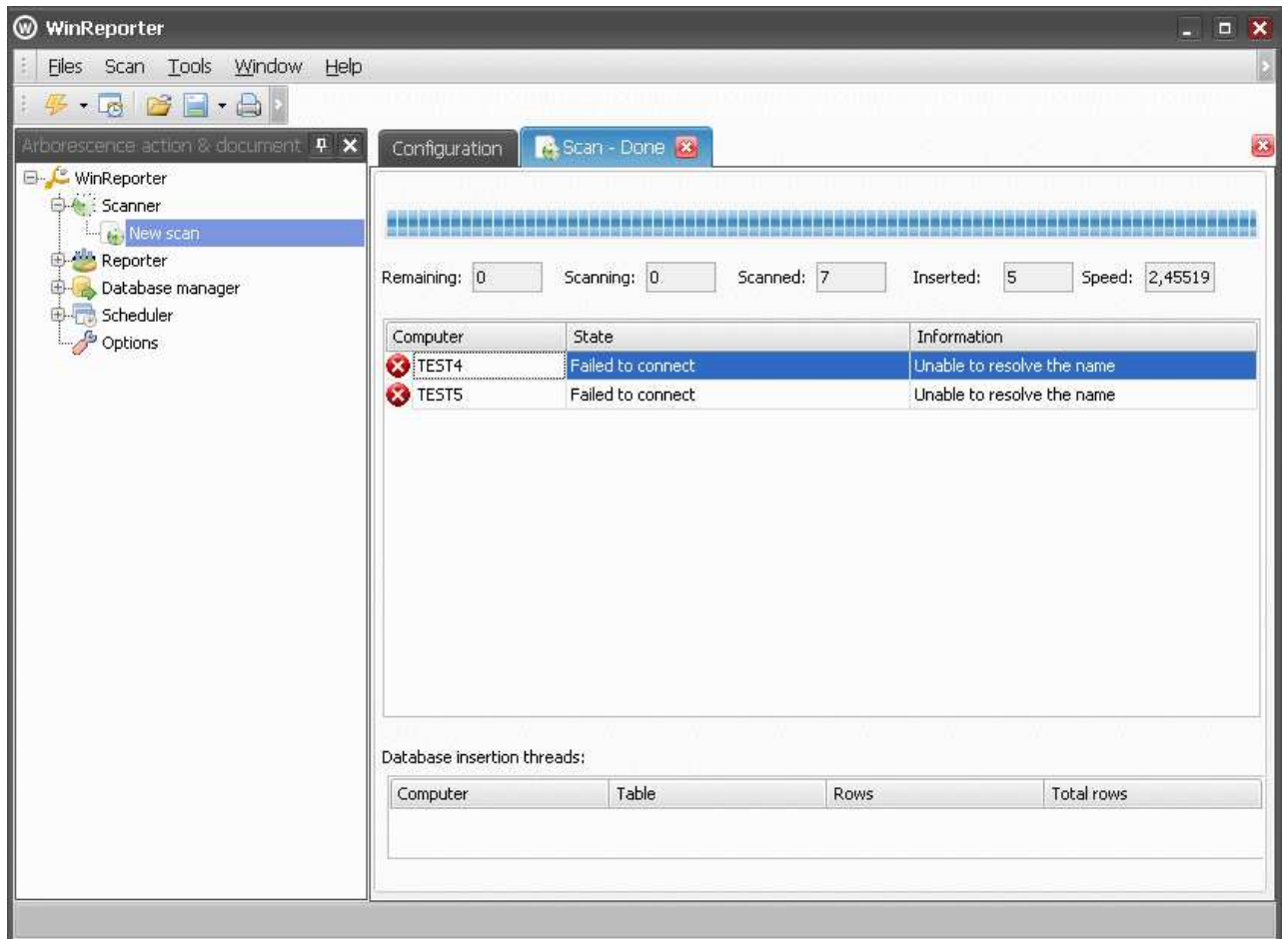


Figure 3 : WinReporter scanning activity

### Step 4 The scan is done

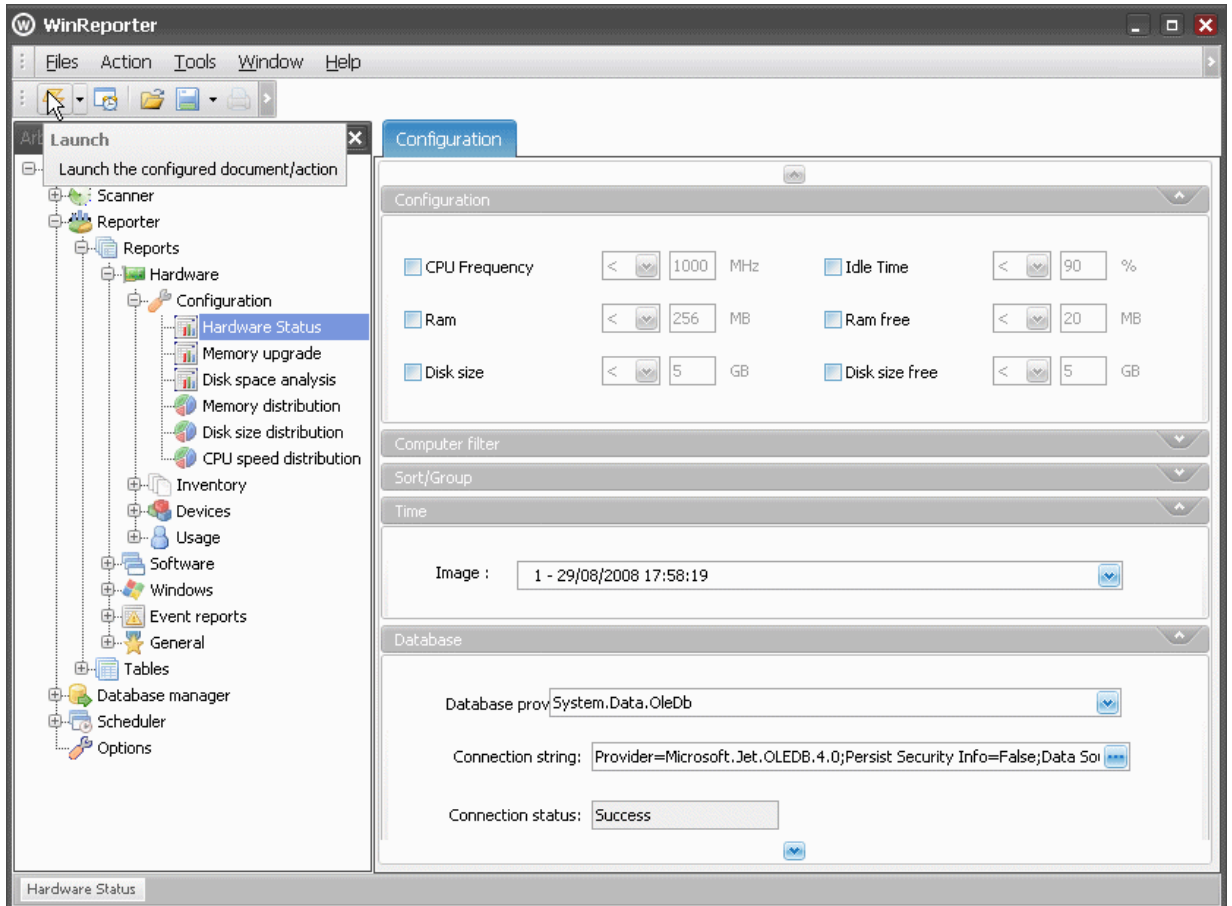
Once the scan is done, only computers for which errors occurred during the scan are still displayed with the problem's explanation.



## 2) Display a predefined report

Once the scan is done, you can expand the report tree and select a report you want to display.

After selecting it you can see the report configuration sections.



**Figure 4 Select the report you want to display**

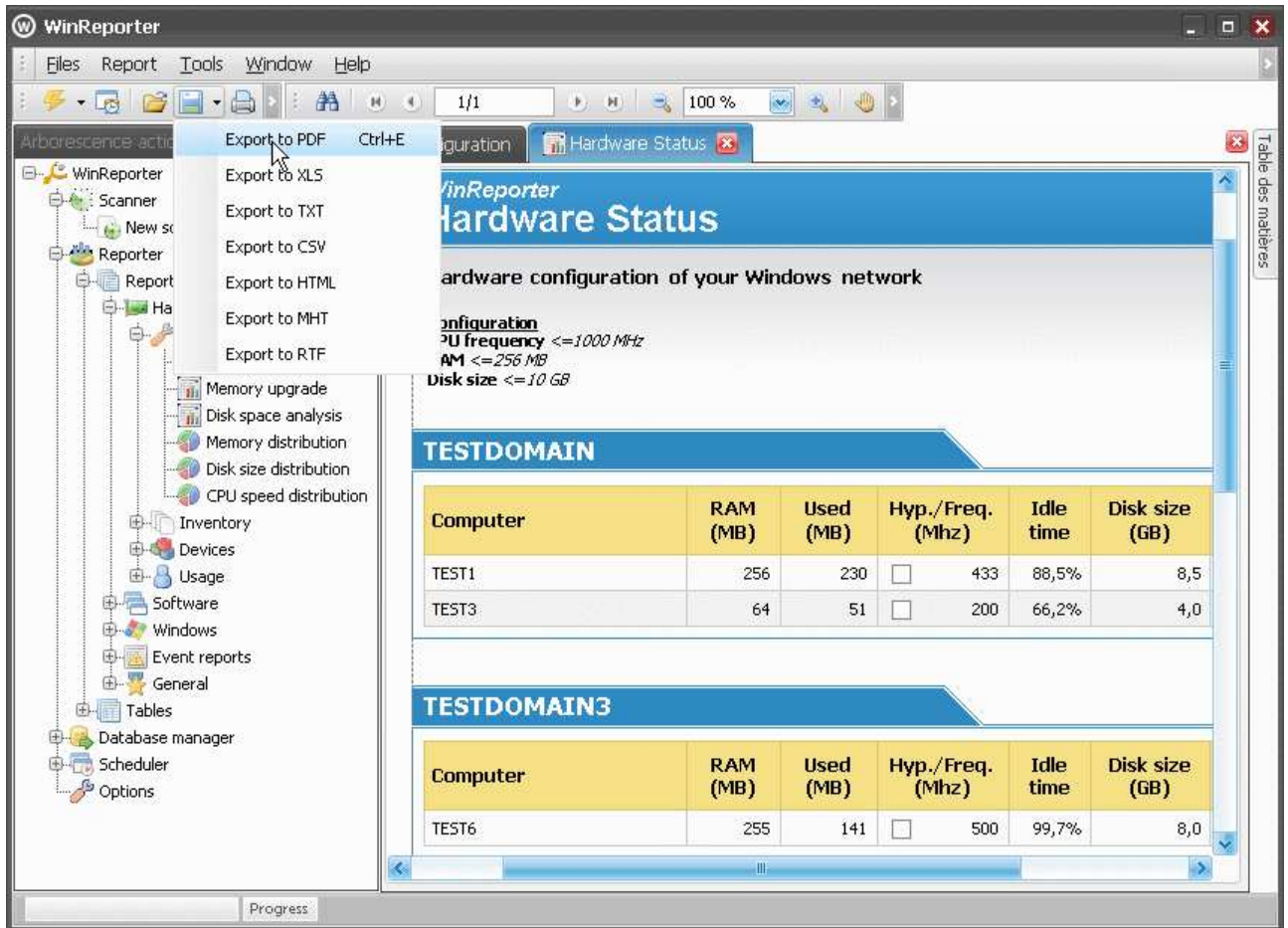
Normally, the snapshot of the previous scan is already selected and you can configure the report.

For example, if you want to display all computers with a processor less than 1000 MHz, a memory size lower than 256 MB and a disk size lower than 20 GB.

- Select *CPU Frequency*, enter 1000 and select < as operator
- Select *RAM size*, enter 256 and select < as operator
- Select *Disk size*, enter 20 and select < as operator

The report is now configured you can click on the *Launch* button in order to display it.

The report is then displayed in a new tab.



**Figure 5** The report is displayed and you can export it in PDF

You can then print the result and if you are interested in keeping a digital version (for example in an Acrobat Reader file) click on the *Export* button.

### 3) Get a quick view of all scanned information

If you want to get a quick view of all scanned information, you can display the *Global report* in the *General* report section.

You can also take a look on all other reports in the report tree.

#### 4) Viewing raw data

You will also be able to display raw data from the WinReporter database by using the table section in the report tree.

All tables of the WinReporter database are documented in the help file.

The screenshot shows the WinReporter application interface. On the left is a tree view with categories like Scanner, Reporter, Reports, Tables, Servers, ScanErrors, Hardware, PhysicalDisks, VideoAdapters, Devices, ServersSubnets, netcards, NetComponents, processors, MemSlots, printers, Monitors, SystemSlots, Software, Windows, Event tables, Database manager, Scheduler, and Options. The 'Partitions' table is selected. On the right, a data table is displayed with the following columns and data:

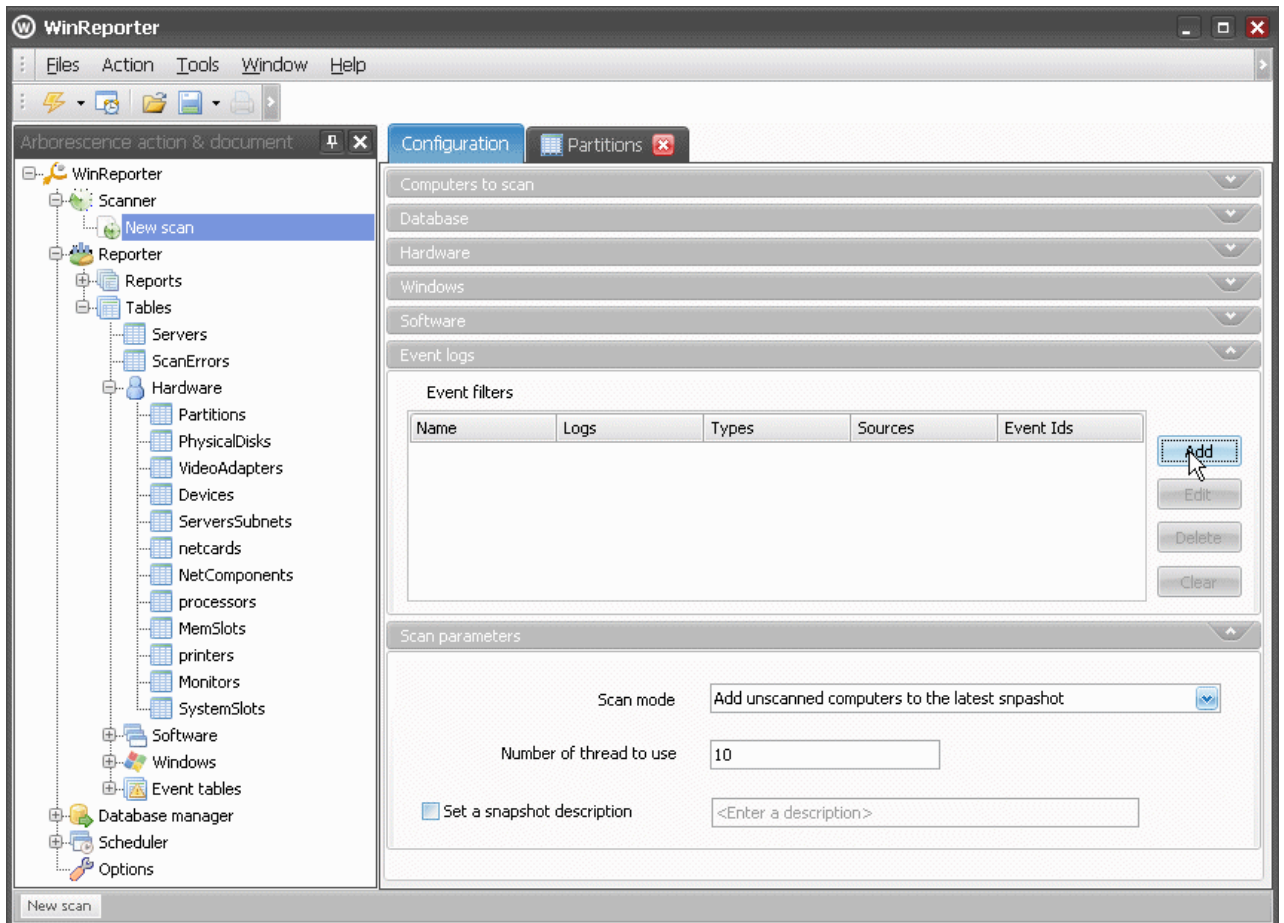
id_snaps...	server_name	partition	disksize	spacefree	id_disk	FileSyste...	FileSy
1	VDEMOWKSTA2	C	8377864	6933632	0	NTFS	
1	TEST6	D	4208996	2487388	1	NTFS	
1	TEST6	C	4200964	861924	0	NTFS	
1	VDEMOWKSTA1	C	8377864	6944560	0	NTFS	
1	TEST17	C	19543040	1645696	0	NTFS	
1	TEST1	C	8908008	5146856	0	NTFS	
1	TESTXP64	C	20972824	1313784	0	NTFS	
1	TESTXP64	F	20972824	3987380	0	NTFS	
1	TESTXP64	G	27599636	1613864	0	NTFS	
1	TESTXP64	E	10482380	1742640	0	NTFS	
1	VDEMOSRV1	C	8377864	5914992	0	NTFS	
1	TEST3	C	4225060	2805468	0	NTFS	

The status bar at the bottom left indicates '12 rows'.

## Scan and analyze event logs with WinReporter

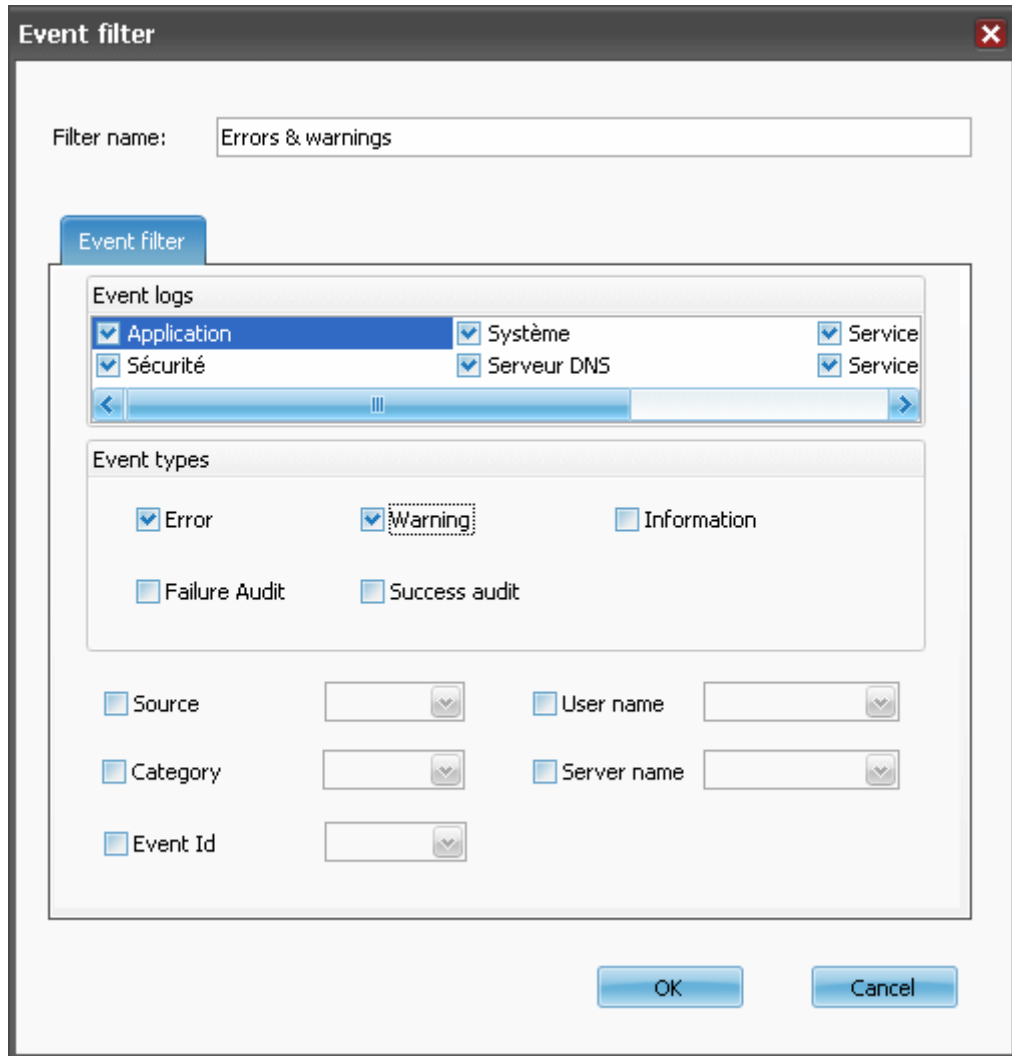
### Scan event logs

To scan event logs you need to add event filters in the Event logs section of the scan configuration. Click on the *Add* button to add a new filter.



**Figure 6 Event log scan configuration section**

Name the filter "Errors & warnings", select Errors and warnings as event types to filter on and click OK.



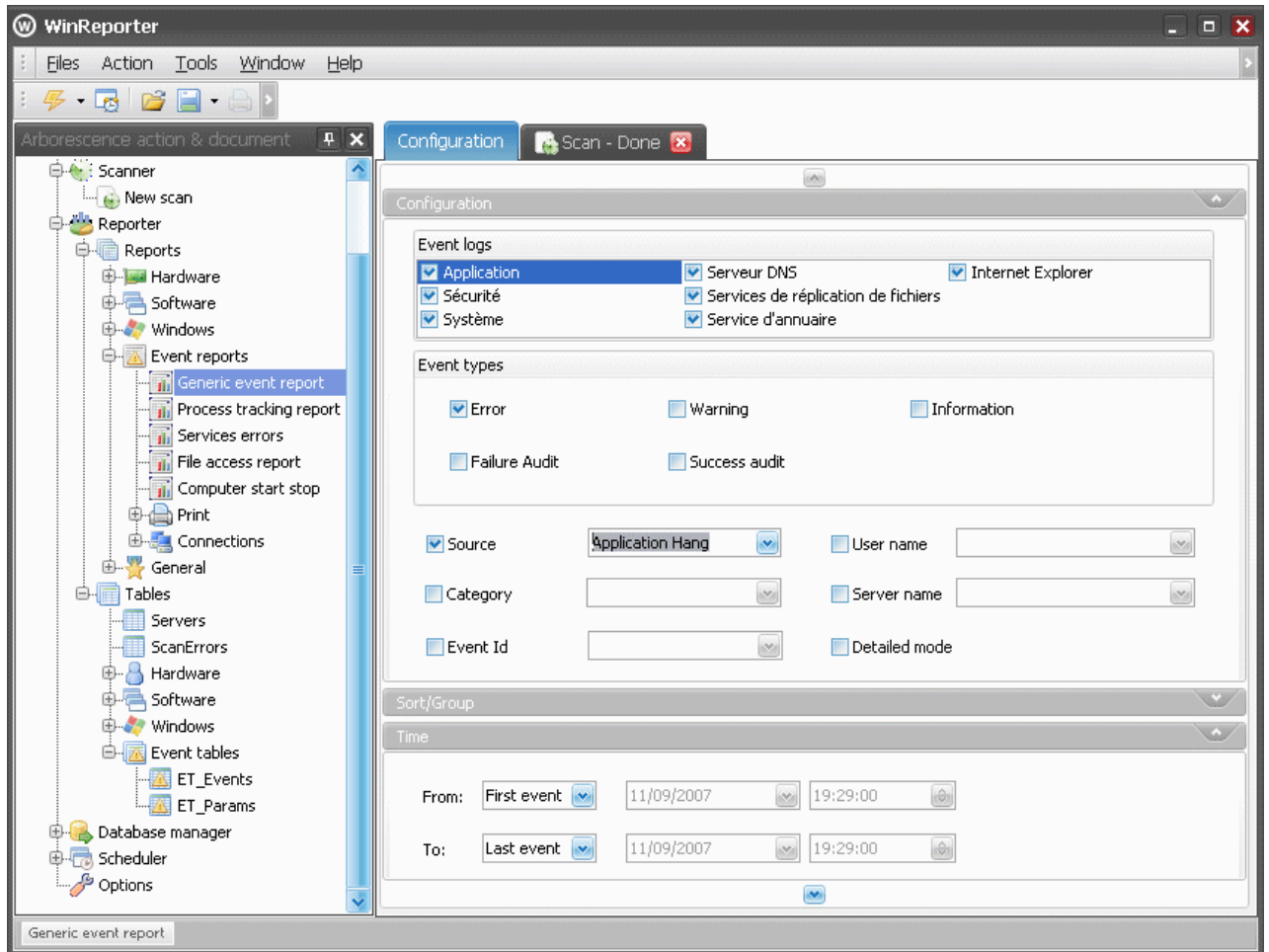
**Figure 7 Event filter**

Once all your event filters have been configured, you can click on *Launch* to start the scan.

When you scan event logs, the scan is longer than a standard scan especially during the first scan.

## Use event reports

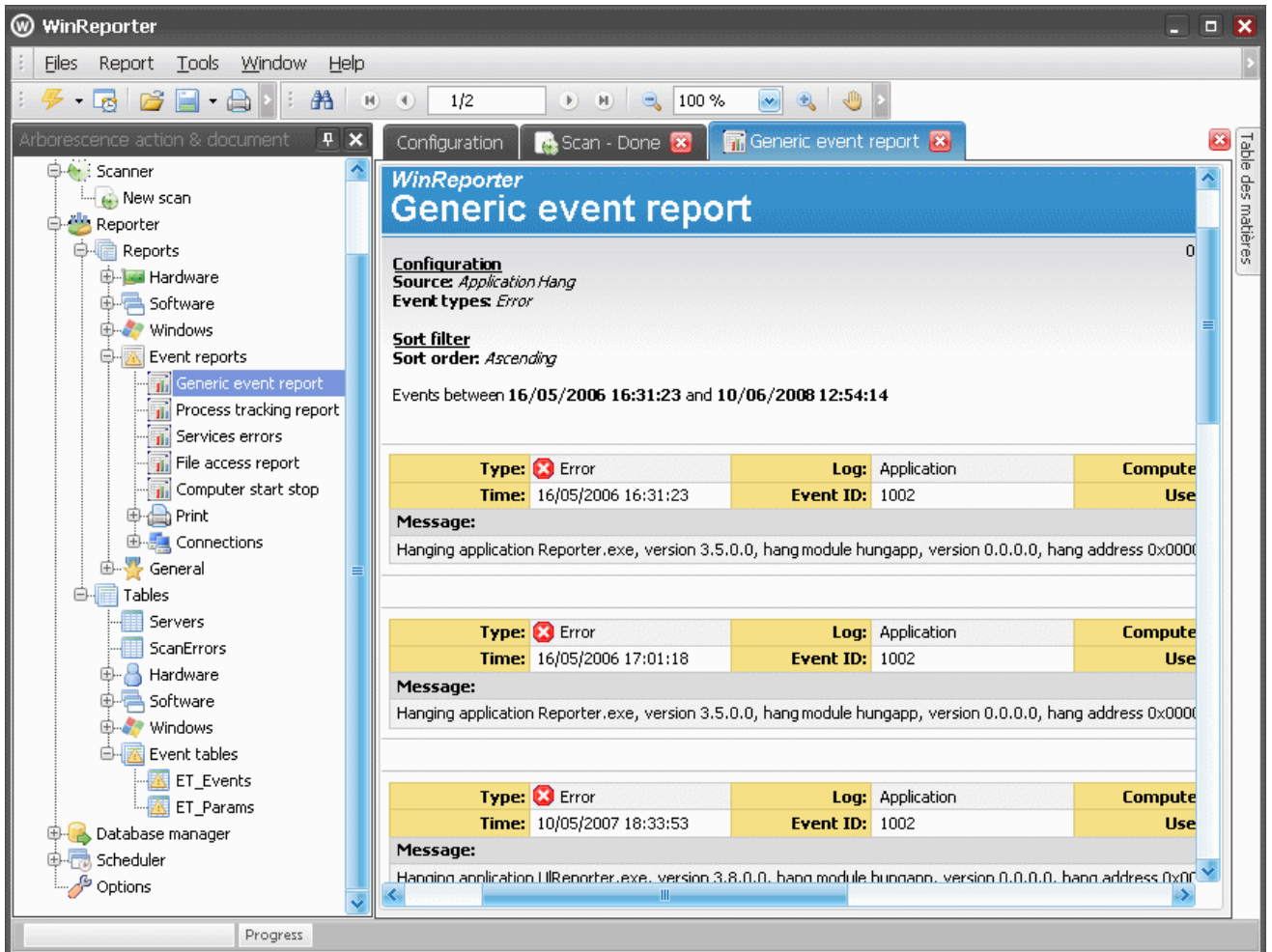
Once the scan is done, expand the Event report tree and select *Generic event report*.



**Figure 8 Generic event report (configuration)**

You can filter events on several fields. For example select *Error* as event types, select *Source* and choose a source you want to filter on and click on the *Launch* button.

All filtered events are then displayed in the report.



**Figure 9 Generic event report (result)**

Other event log reports are dedicated to more specific kinds of events and might require specific system audits to be enabled and specific event filters to be configured for the scan.

For more information about how to use all other event reports please read the help file.

## Schedule Winreporter

### Schedule a scan

If you want to schedule a scan of your network, you just need to configure it as if you wanted to started it immediately, but once the scan is configured, click on the *Schedule* button (next to the *Launch* button) instead of clicking on the *Launch* button.

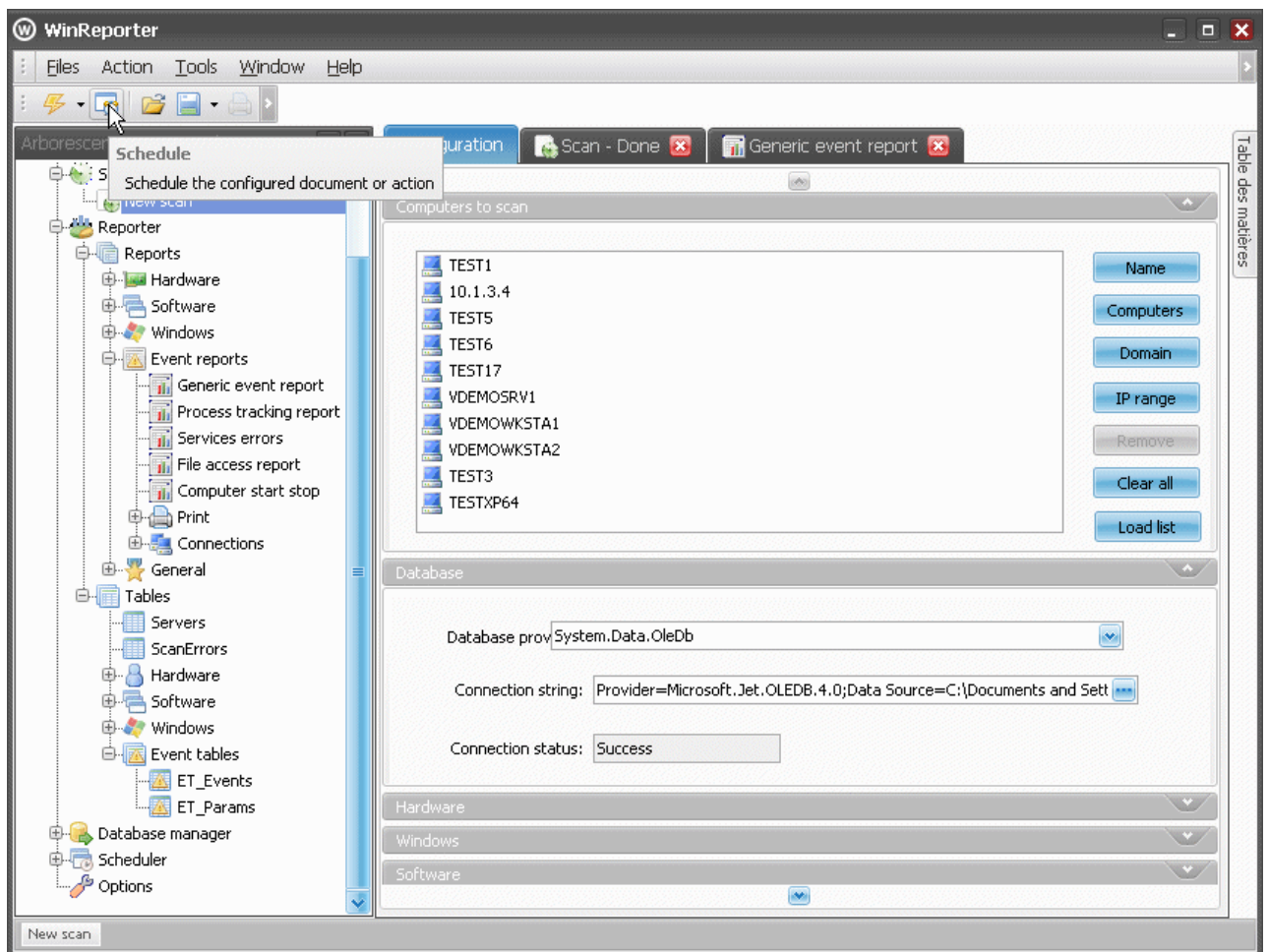
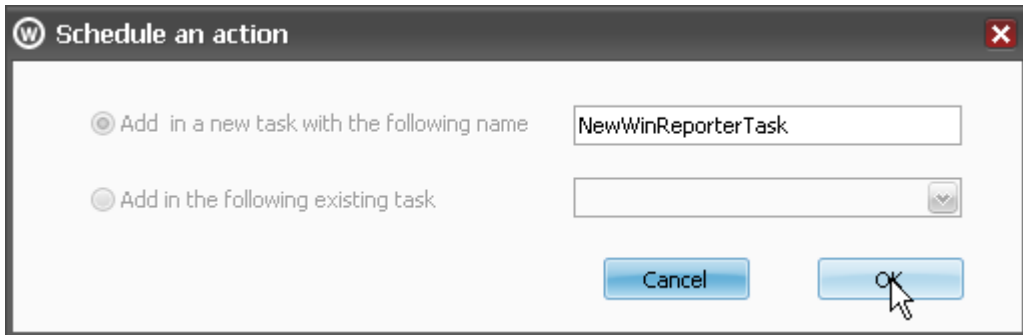


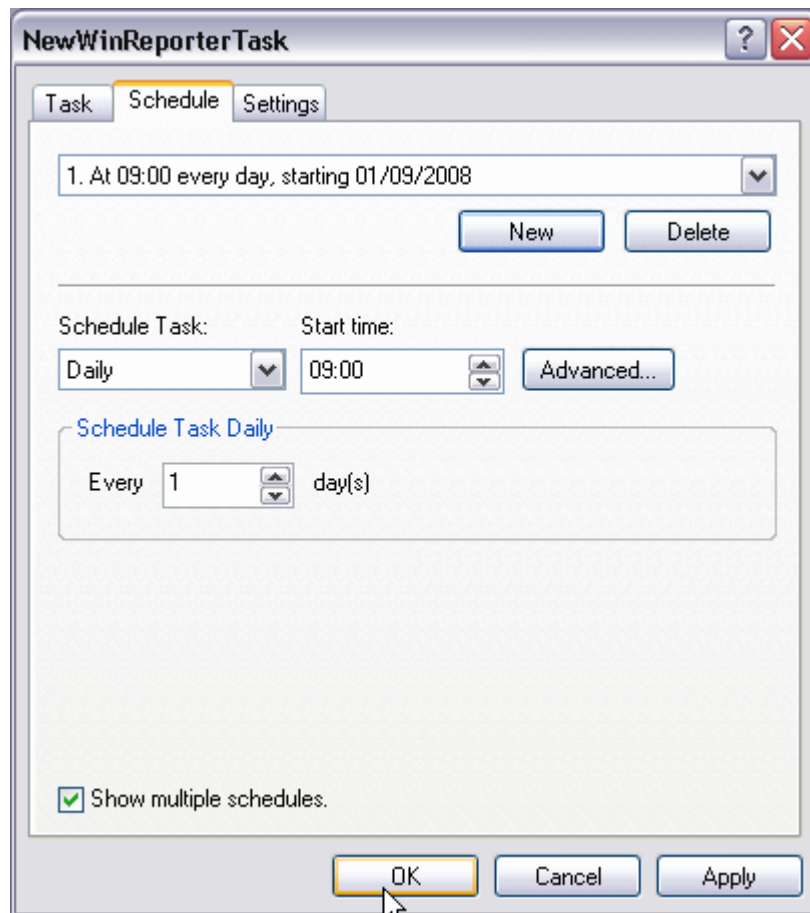
Figure 10 Configure the scan you want to schedule

You are then prompted to give a name for the new task. When done, click *OK*.



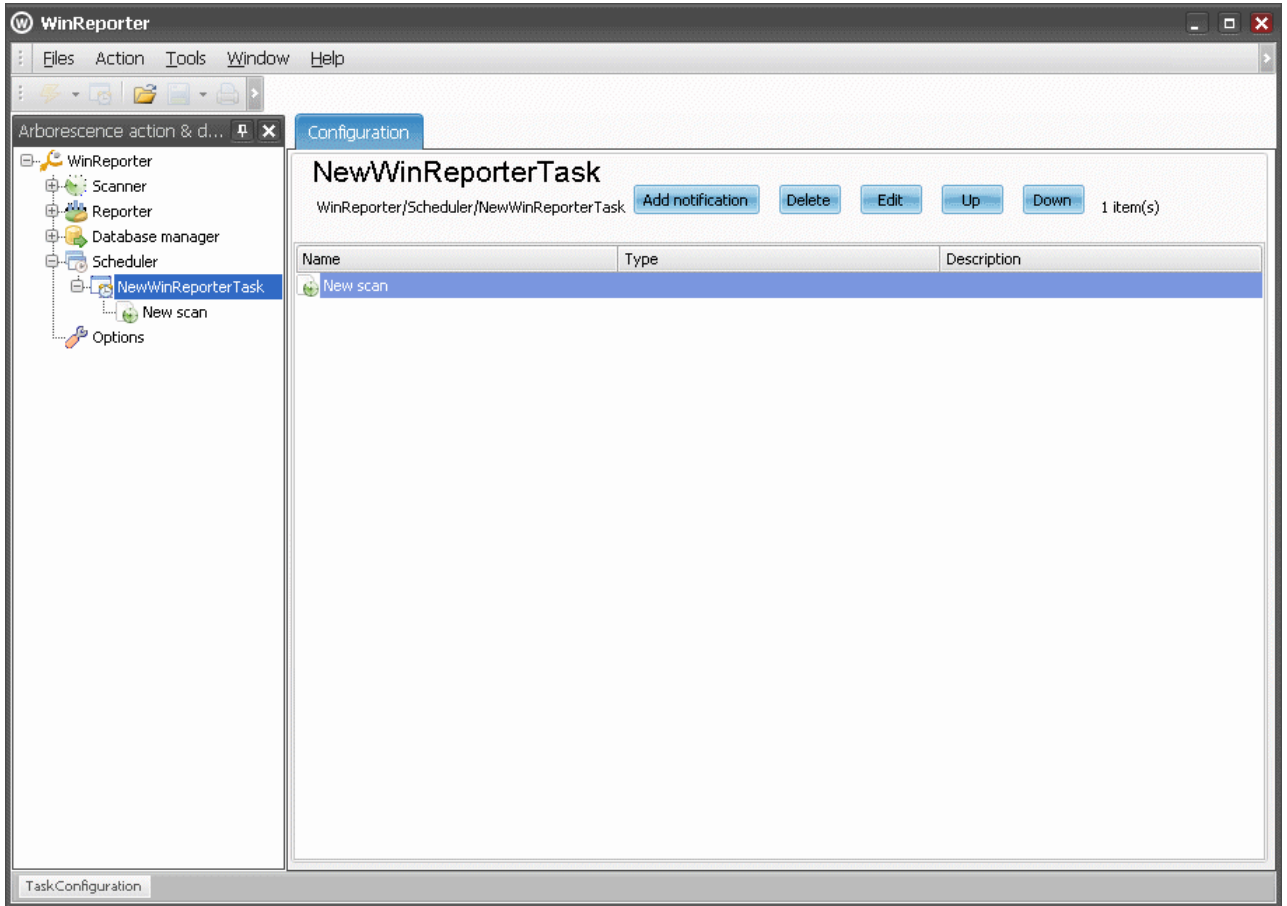
**Figure 11 Schedule the scan in a new task**

You then see the standard properties of a Windows scheduled task, allowing you to define the schedule for this task. When configured, click *OK*.



**Figure 12 Configure the schedule of the task**

The task is then created in the *Scheduler* and the scan is added as first action to be executed in the task.



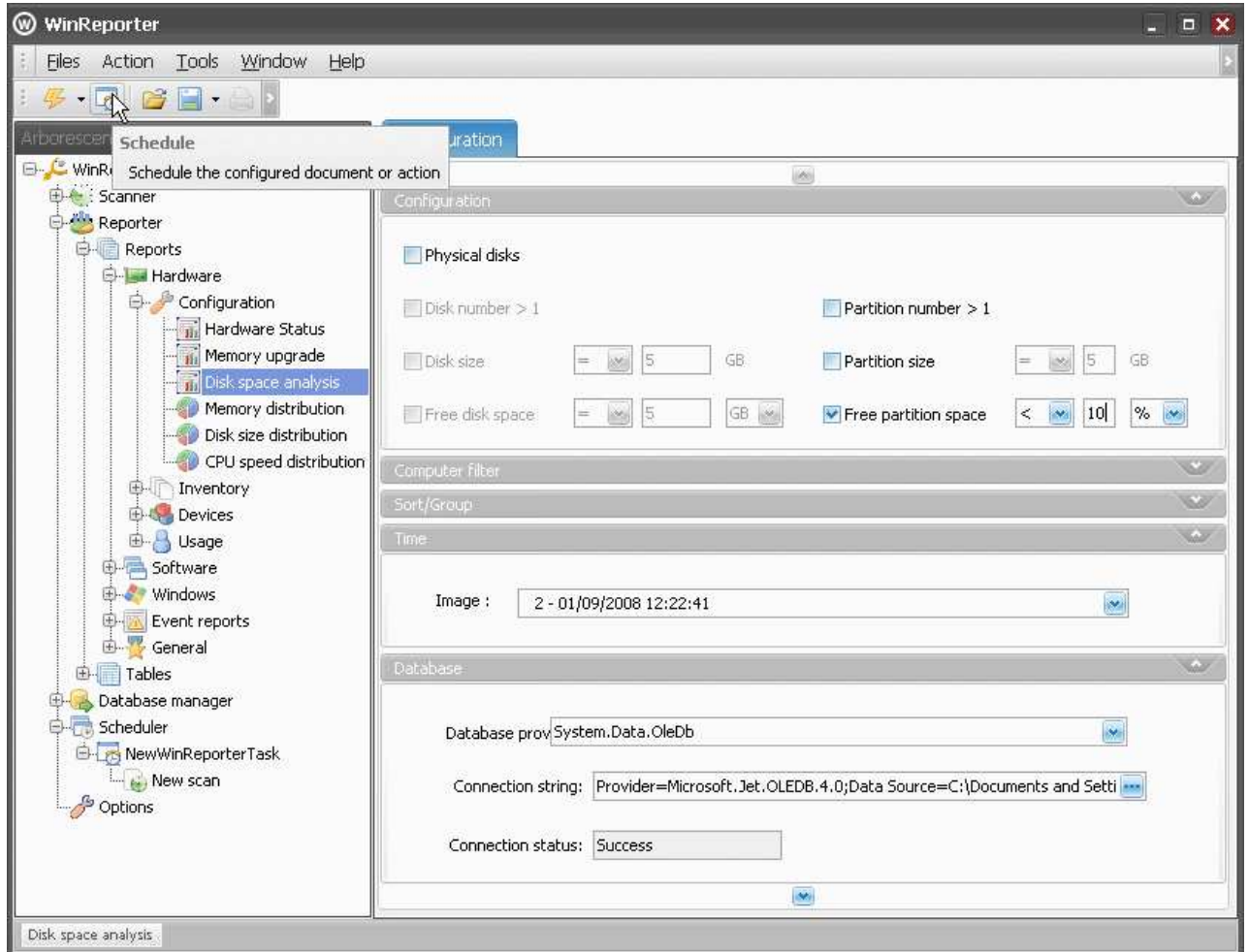
**Figure 13** The task has been created with the scan as first action to be executed

### Schedule a report

Once the scan is scheduled, you will probably be interested in automatically generate reports.

To do this, just select the report you want to schedule in the report tree and configure it.

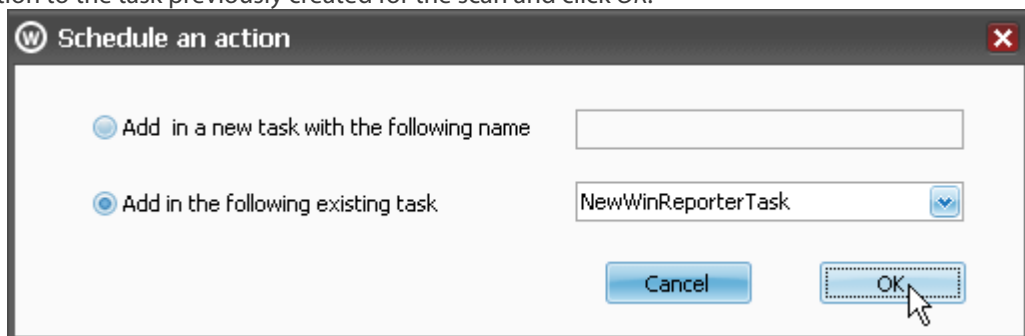
Once configured, click on the *Schedule* button.



**Figure 14 Configure the report you want to schedule**

You are then prompted to choose between adding the action to a new task or to an existing task.

Add the action to the task previously created for the scan and click *OK*.

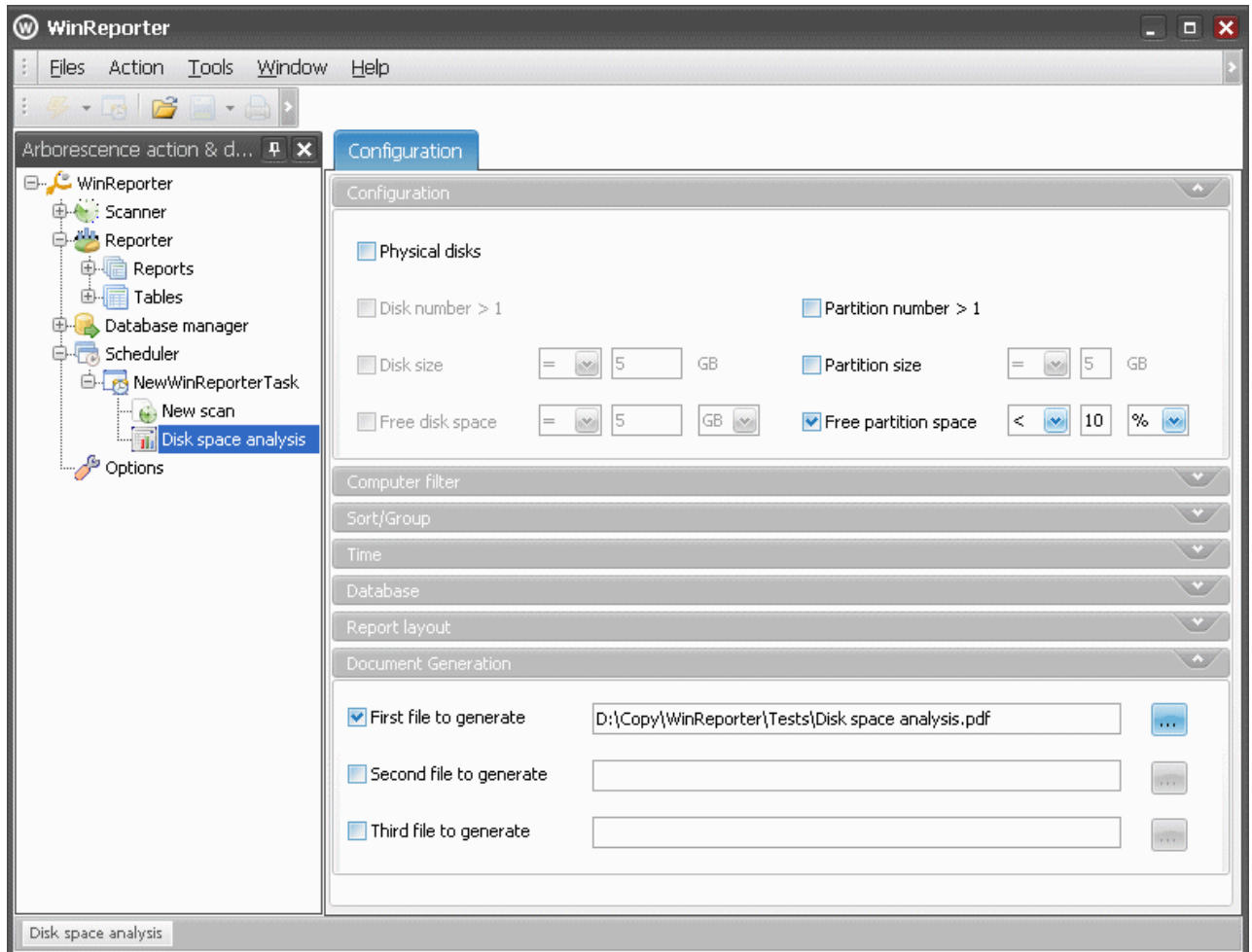


**Figure 15 Add the report generation to the previously created task**

You can then notice that the report has been added after the scan in the action list of the scheduled task.

If you select it, you can still modify the report configuration and you can define (in the last configuration section - *Document Generation*) where and in which format you want to store it.

As *First file to generate*, select for example a path to a PDF file.



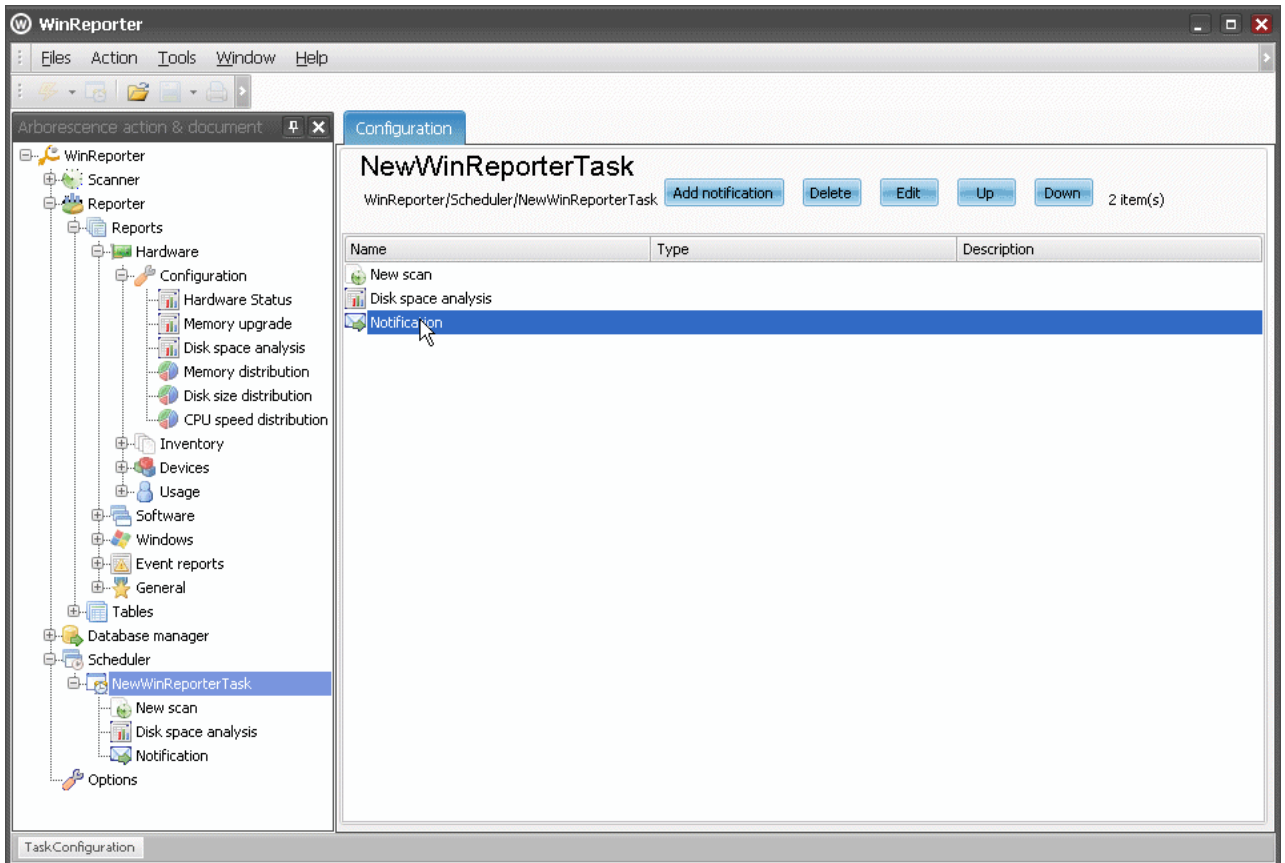
**Figure 16** The report was added after the scan in the task action list and you can configure the file to generate

### Automatically send the report by Email

Once the report is automatically generated, you may also want to automatically send it to selected E-mail recipients.

To do this, select the scheduled task in the tree and click on the *Add notification* button.

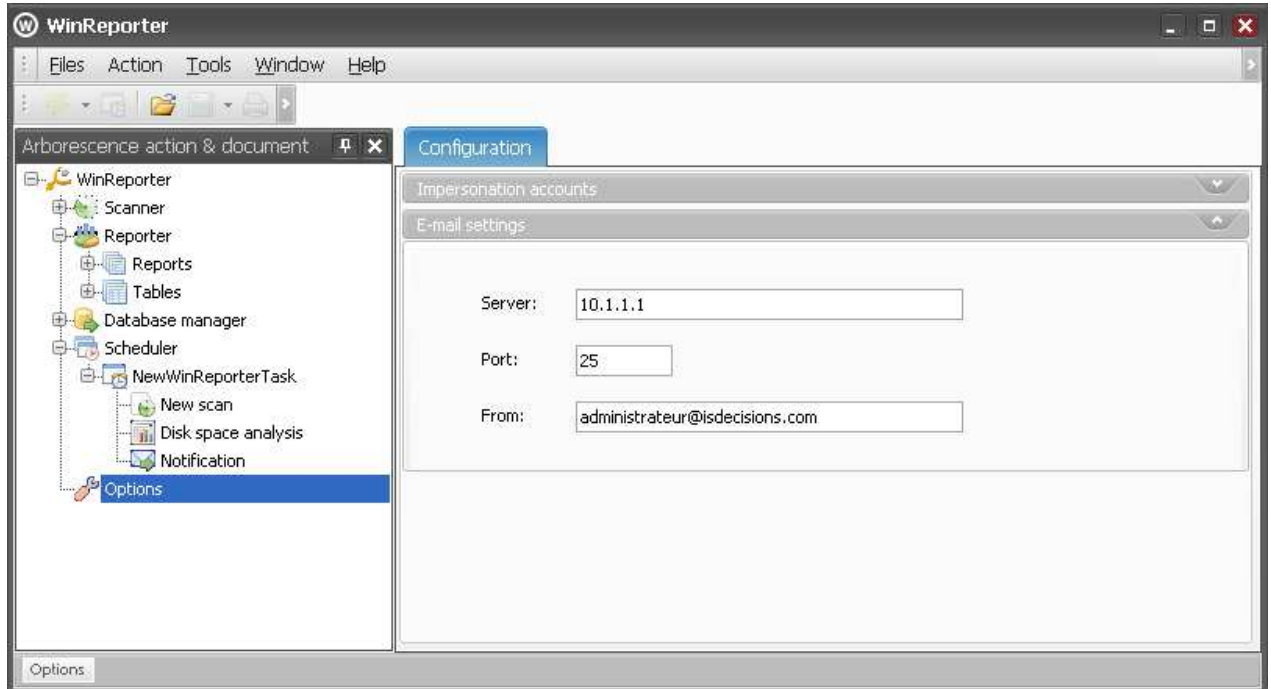
A new item named *Notification* is then added in the action list of the task. Double click on it.



**Figure 17** The Notification item was added in the action list



Once the Notification Configuration is defined, you also need to configure common SMTP settings in WinReporter options before being able to send E-mails.



**Figure 19 SMTP settings in the options**

You then just need to wait until the task starts at the scheduled time and see if you get the report by E-mail.

**Thanks for using WinReporter!** If you need more information about the product, please read the help file available in the start menu.

For additional information, please contact IS Decisions at one of the following :