The background features a white field with large, abstract, lime-green shapes. On the left, a vertical green bar runs down the edge. A large, curved green shape starts from the top left and extends towards the right. Another curved green shape is at the bottom, with a white triangular cutout. The text is positioned in the white space.

WinReporter®
Getting Started Guide
Version 4

www.isdecisions.com

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1. Welcome to WinReporter

1.1. Overview

WinReporter 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 58 different reports enhanced with filter and sort options as well as graphics. Customized *SQL* queries can also be used.

1.2. System requirements

For the computer running *WinReporter*:

- Windows 2000/XP/2003/Vista/2008/7/2008 R2
- 1 GB physical memory
- 100 MB free disk space
- CPU PIV 3 GHz or Core2/Athlon 64 2GHz

For computers being scanned:

- Windows 2000/XP/2003/Vista/2008/7/2008 R2

1.3. WinReporter setup

Download the installation package [here](#).

Name of the file package: WinReporter_x86.exe

The package is the same for *English* and *French* language and is compatible with 32 and 64 bits platforms. Execute the downloaded package on the host computer to launch the installation process.

The installation process is very easy. You will have to go through the following steps:

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

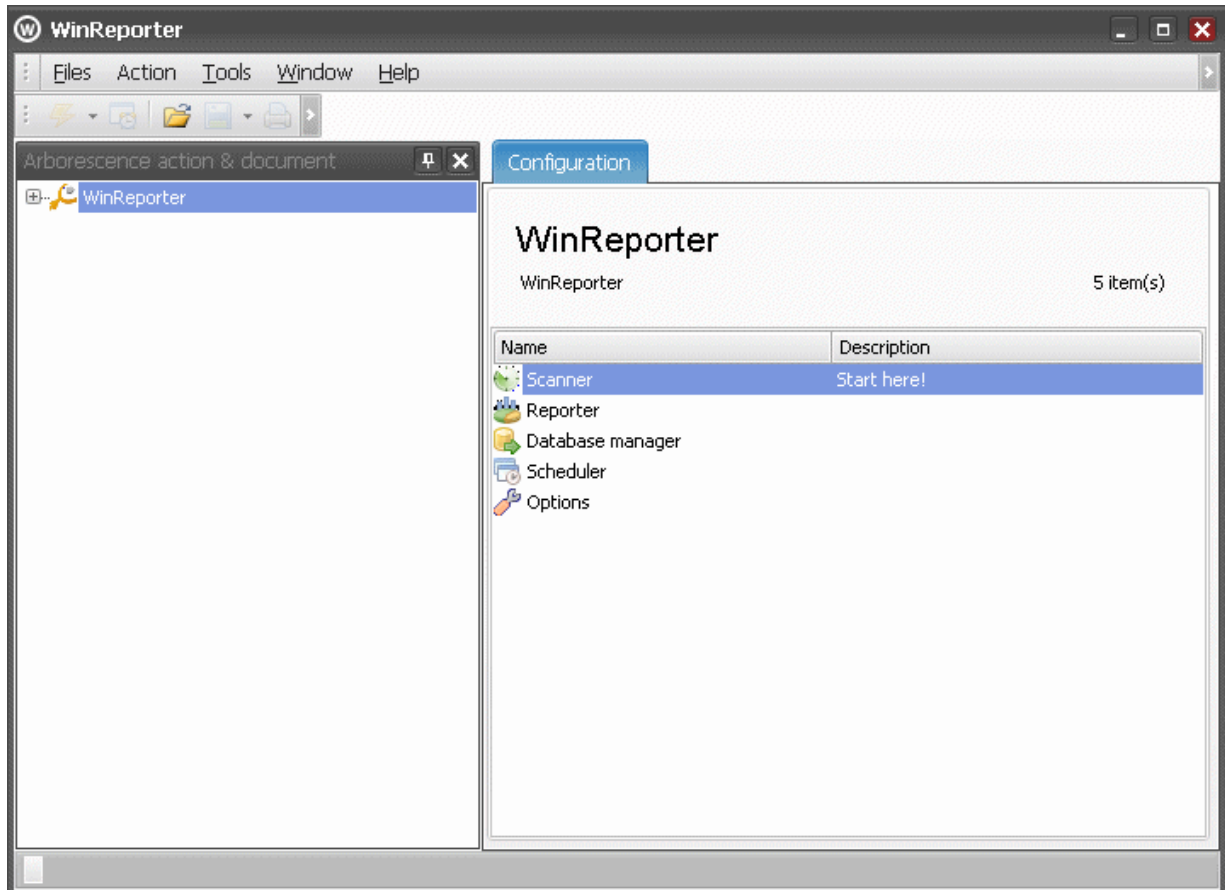


2. Your first scan

2.1. Start the scan

To launch the *WinReporter Console*, click on the *Start menu/All programs/WinReporter 4*.

- Step 1: Run *WinReporter* and display scan settings.

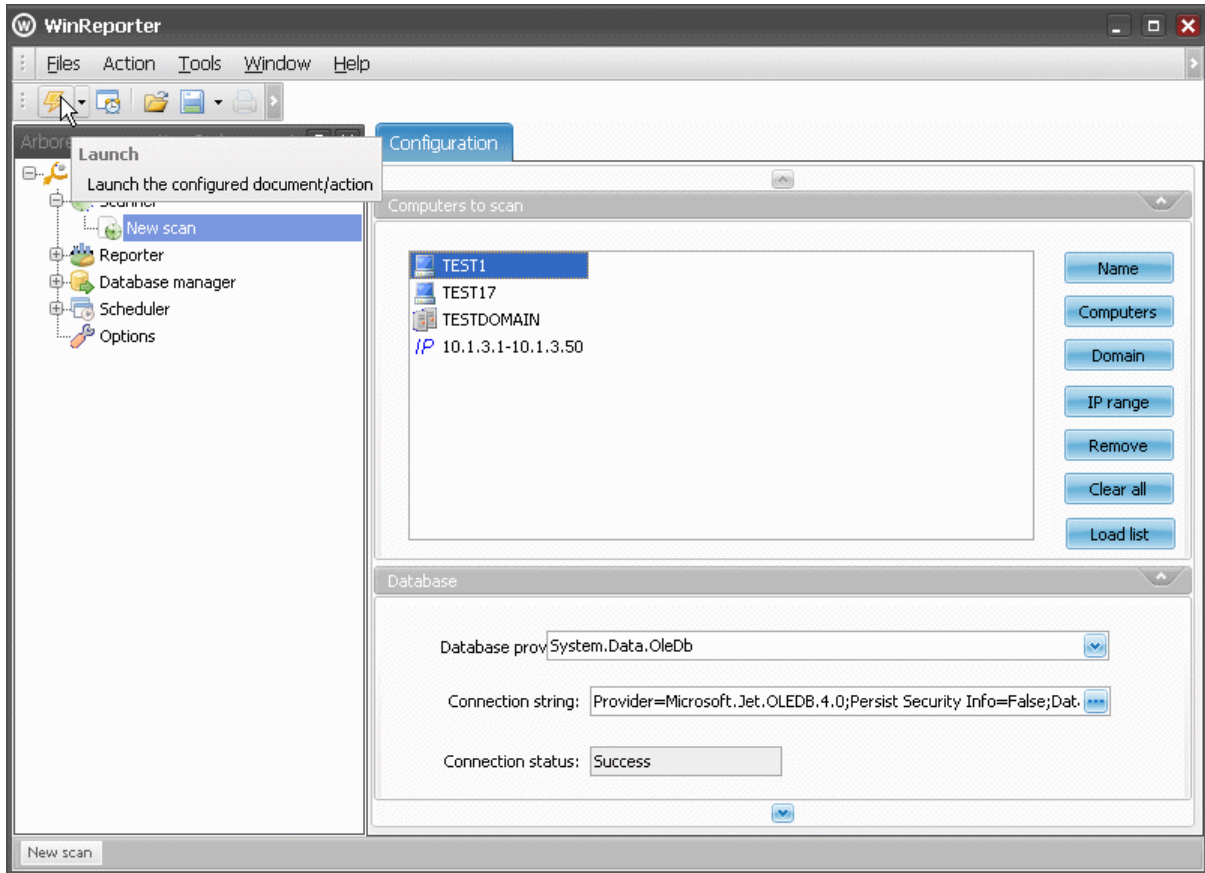


Display the scanner form by double clicking on *Scanner* and *New scan*.



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

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 type their name manually. You can also select a whole domain to scan or an IP range.

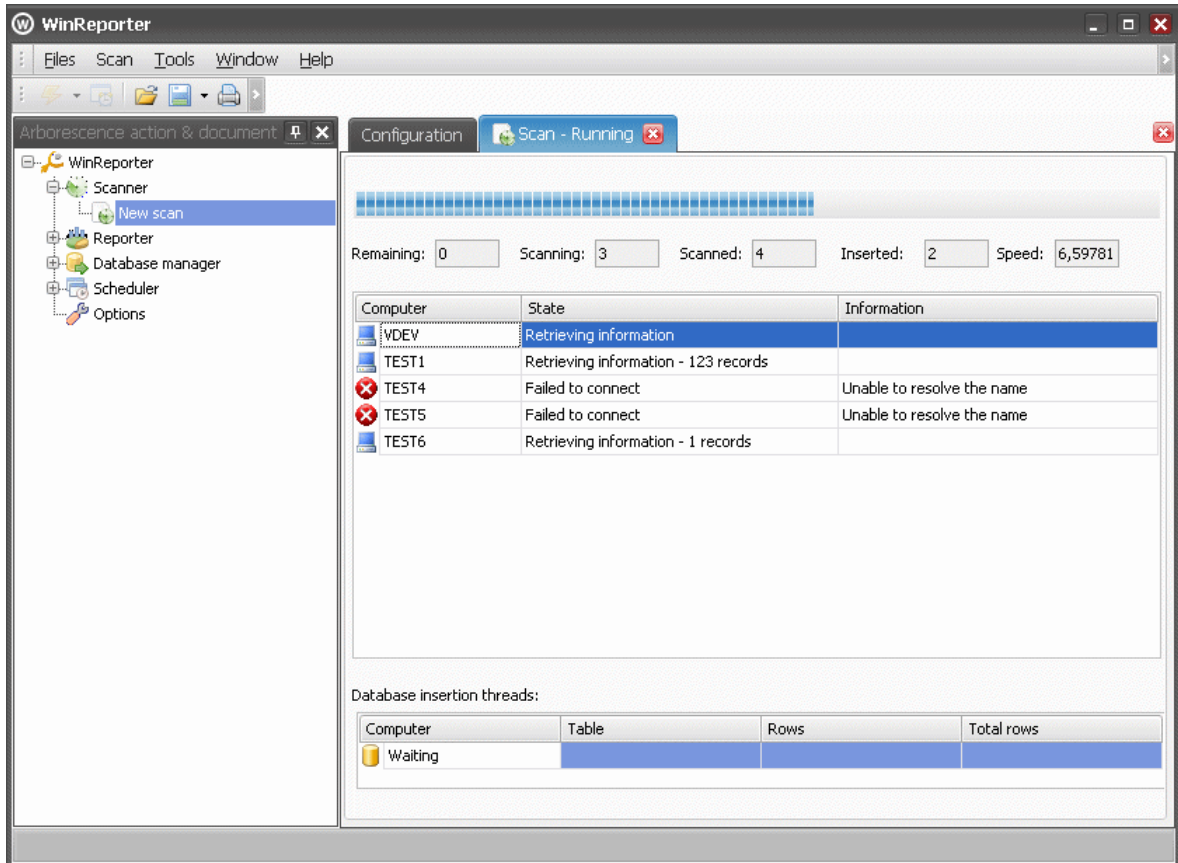
Your scan is now ready to start, click on the *Launch* button in order to start it.

Take note that: The user account running the scanner should have administrative rights on all computers to scan.



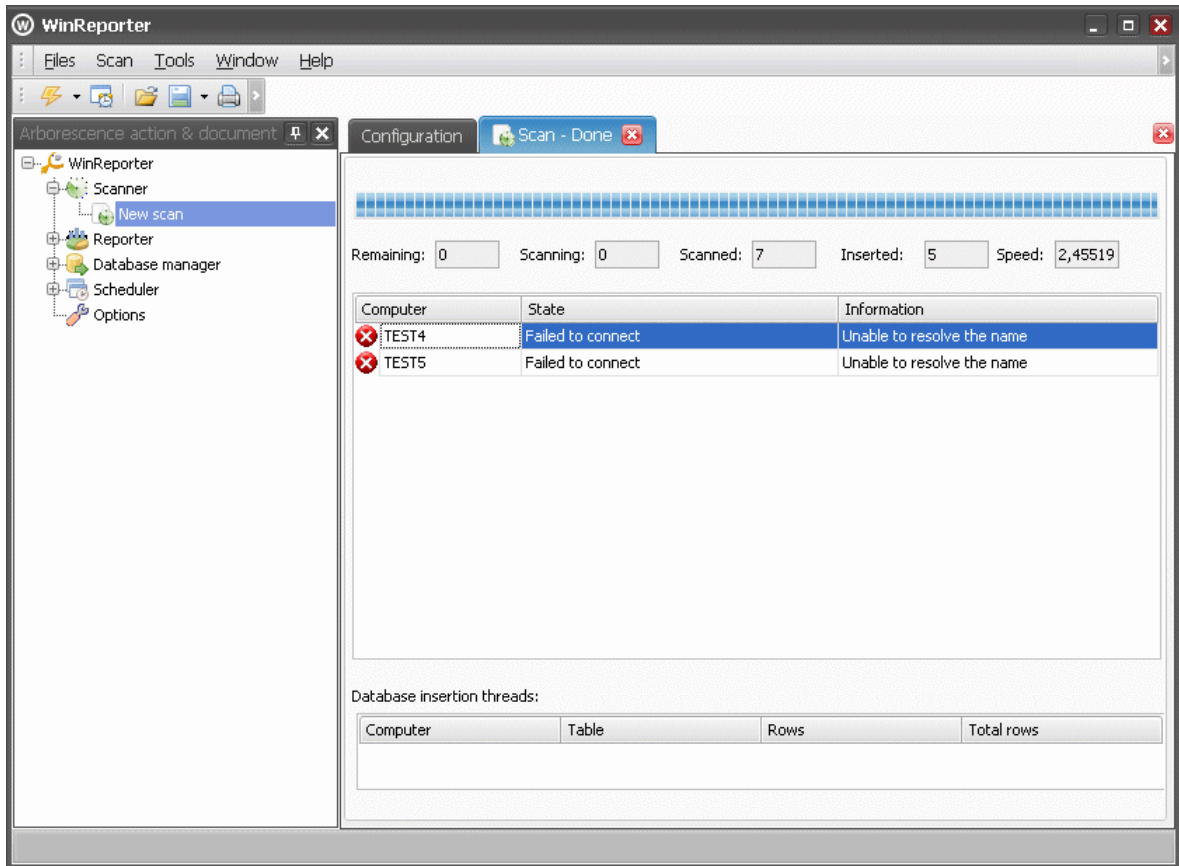
- Step 3: The scan is running.

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



- Step 4: The scan is done.

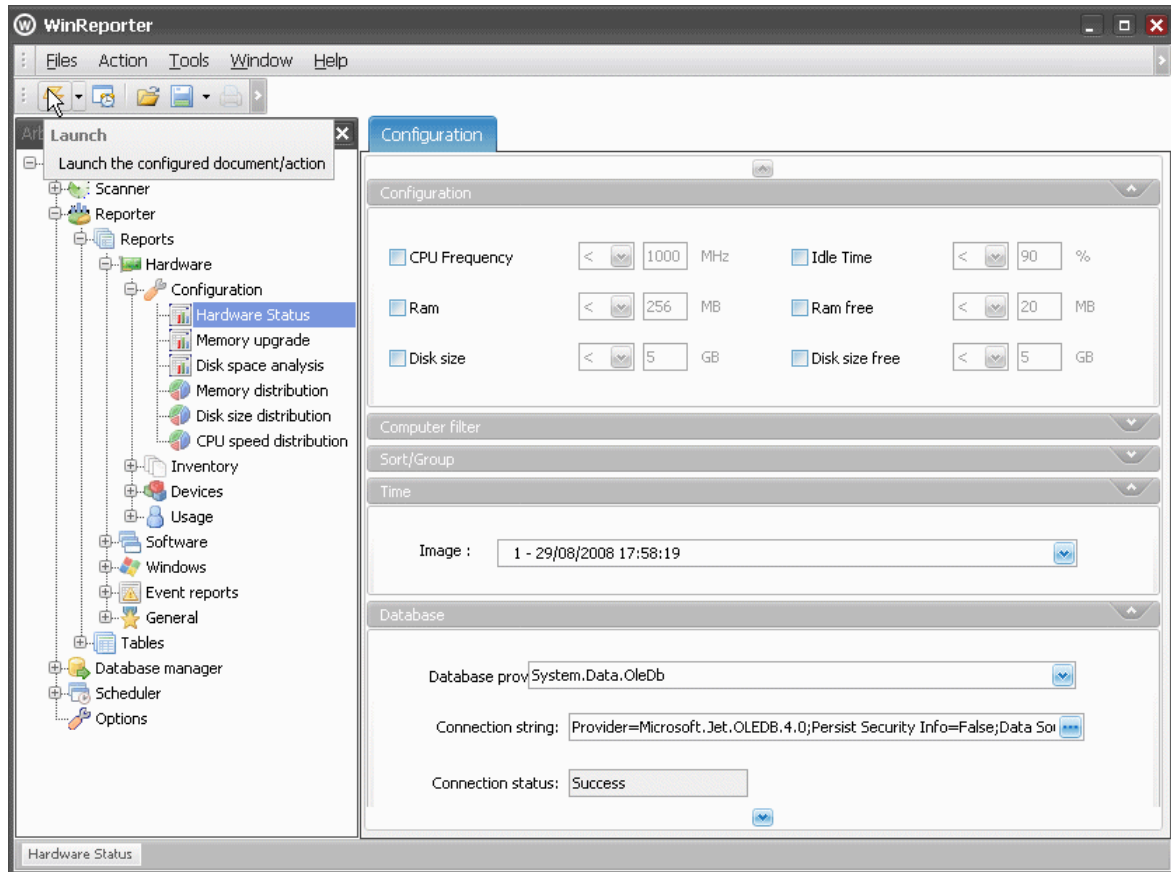
Once the scan is done, only computers for which errors occurred during the scan are still displayed with the problem's explanation.



2.2. Display a predefined report

Once the scan is finished, you can expand the report arborescence tree and select a report you want to display. The report configuration section will be displayed in the right part of the console.

Choose for example the report called *Hardware Status* in the *Hardware* section.



The snapshot of the previous scan would be already selected and you just have to configure the report as you want.

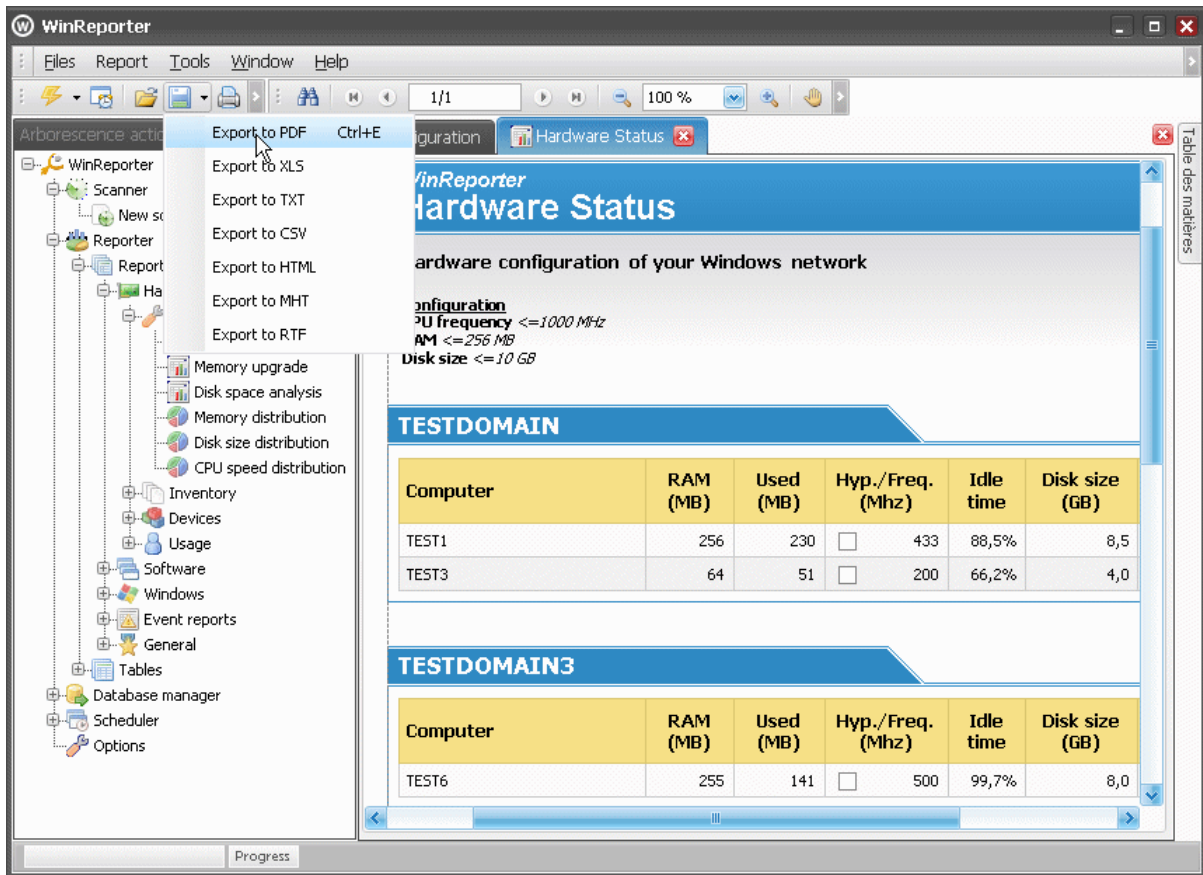
For example, if you want to display all computers with a processor frequency less than 1000 MHz, a memory size lower than 256 MB and a disk size lower than 20 GB, you will have to:

- 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 to display it.



The report is displayed in a new tab where the report configuration form was:



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

2.3. 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 through the configuration tree.



2.4. Viewing raw data

You can also 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, Software, Windows, Event tables, Database manager, Scheduler, and Options. The 'Partitions' table under 'Hardware' 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	

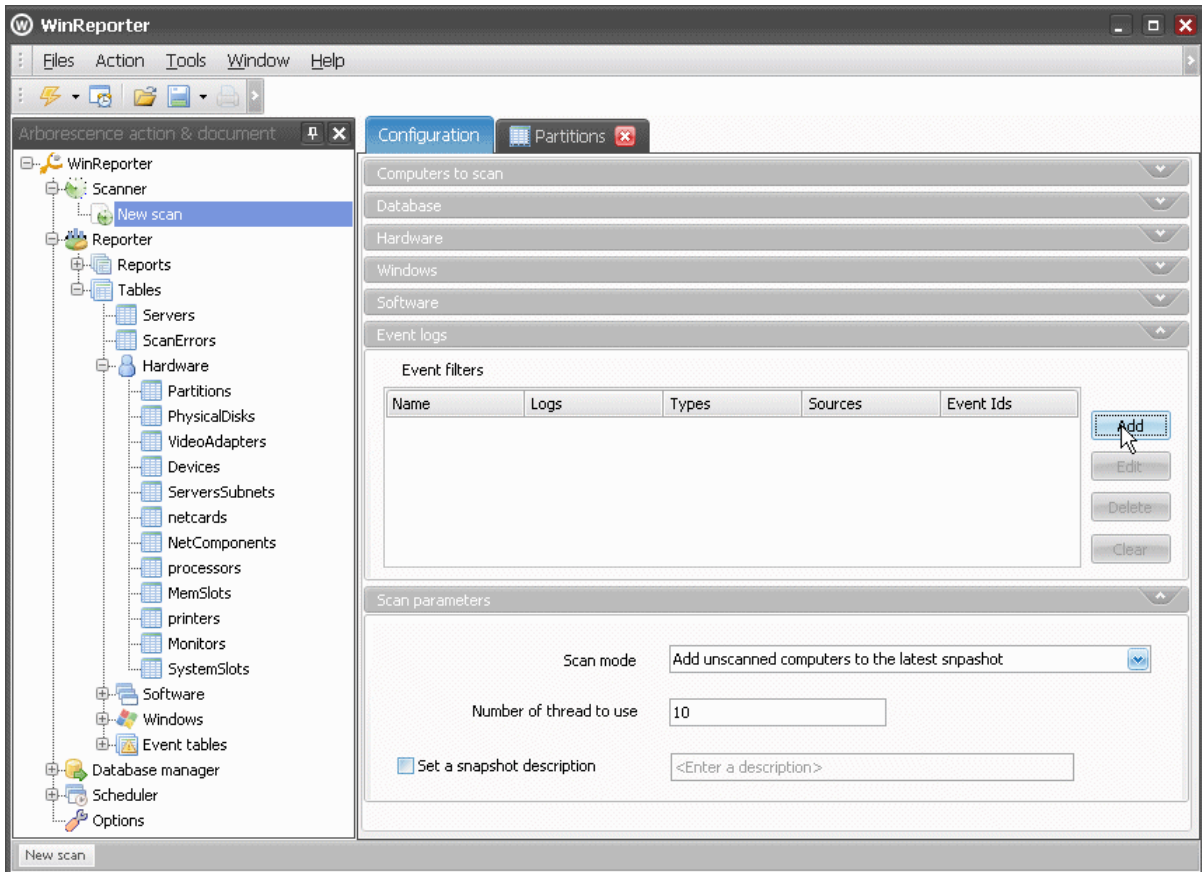
At the bottom left of the window, it indicates '12 rows'.



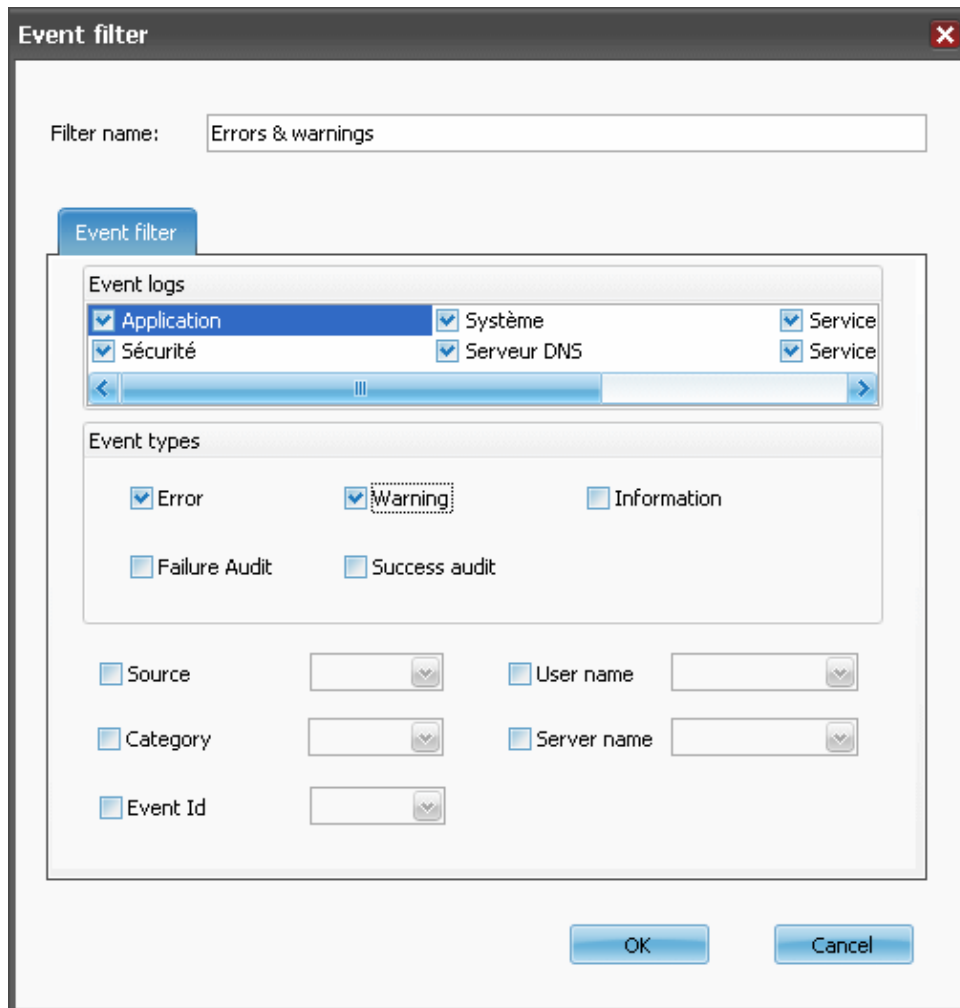
3. Scan and analyze event logs with WinReporter

3.1. Scan event logs

The event logs are not scanned by default. You need to add event filters in the *Event logs* section of the scan configuration form. Click on the *Add* button to add a new filter.



You have to choose a name for the filter, "Errors & warnings" for example, select Errors and warnings as event types to filter on and click OK.



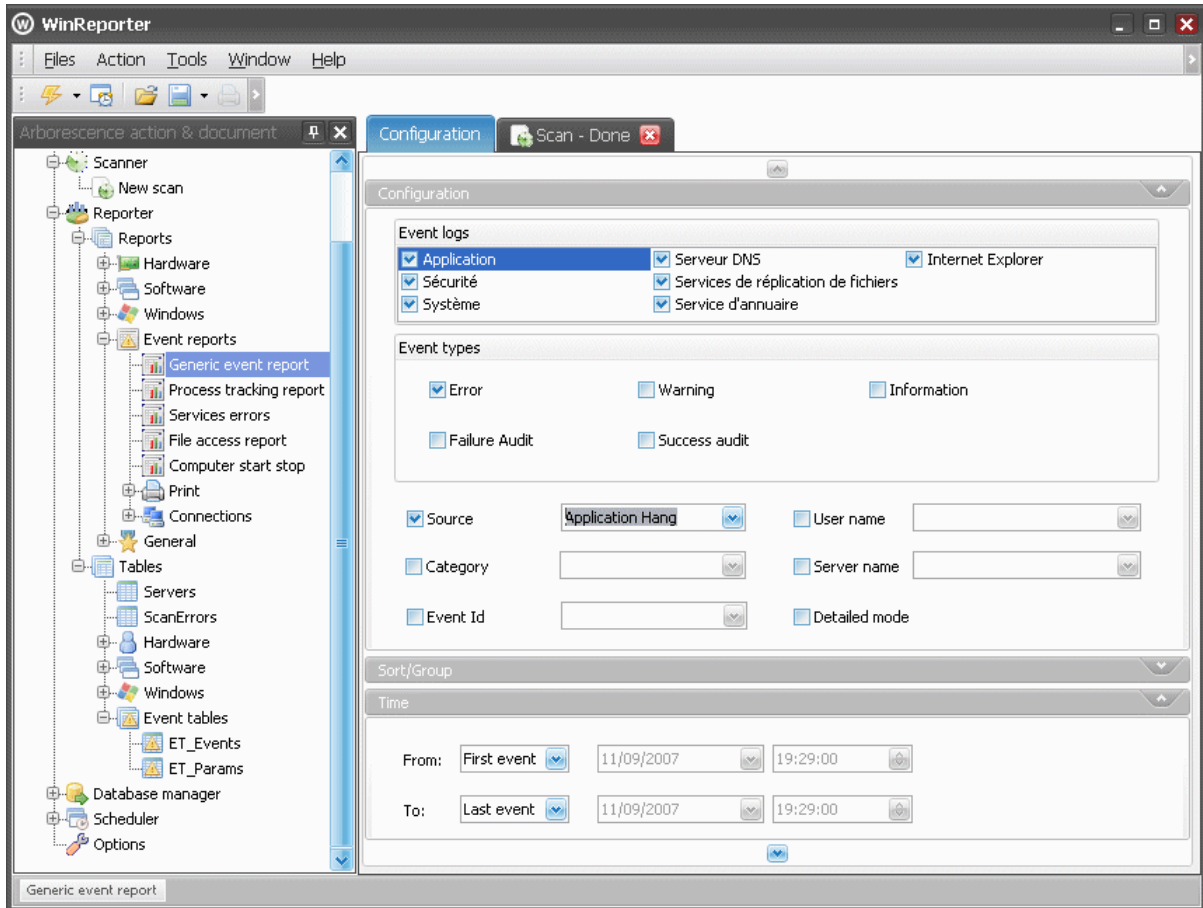
Once all your event filters have been configured, you can click on *Launch* to start the scan.

Take note that: When you scan event logs, the scan is longer than a standard scan especially during the first scan. It also takes more database size when storing the information about events.



3.2. Use event reports

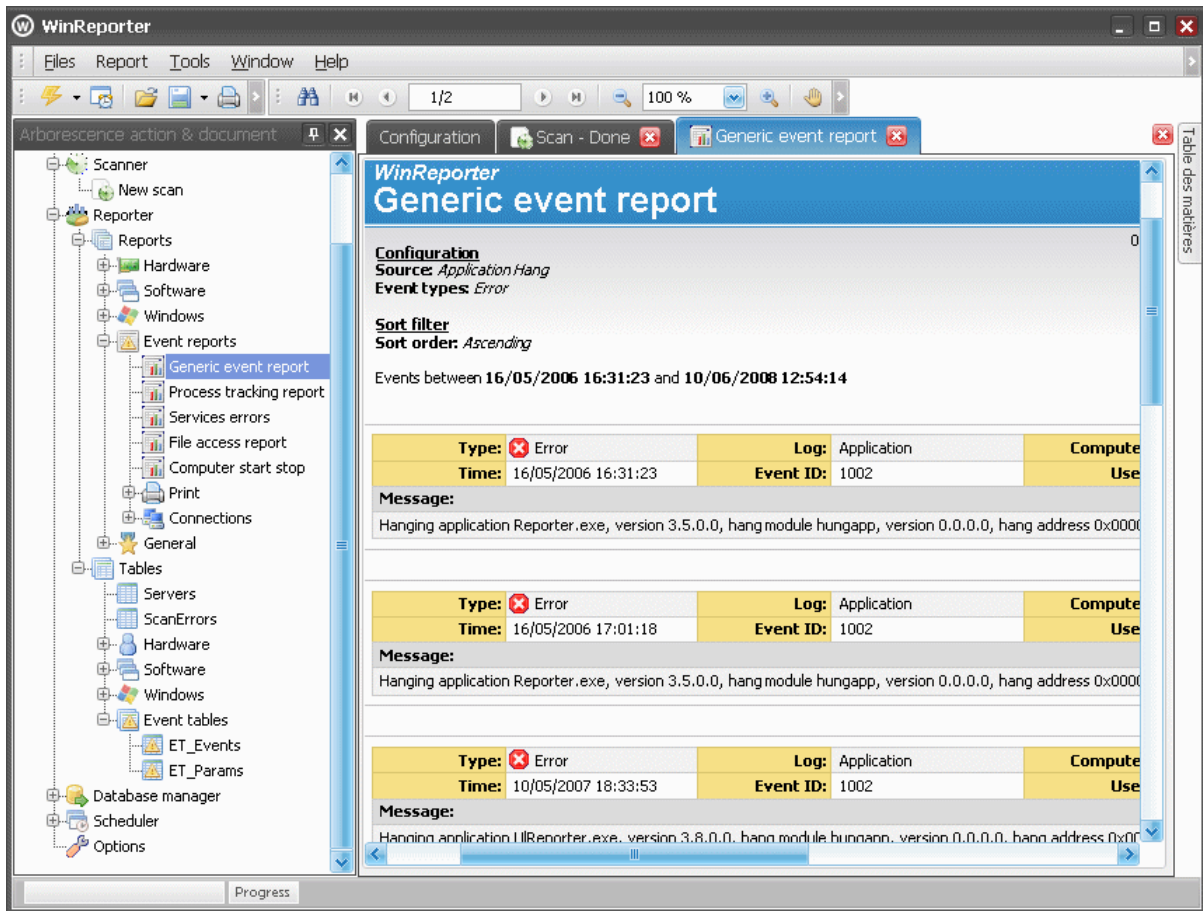
Once the scan is finished, expand the *Event report tree* and select *Generic event report*.



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.



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.

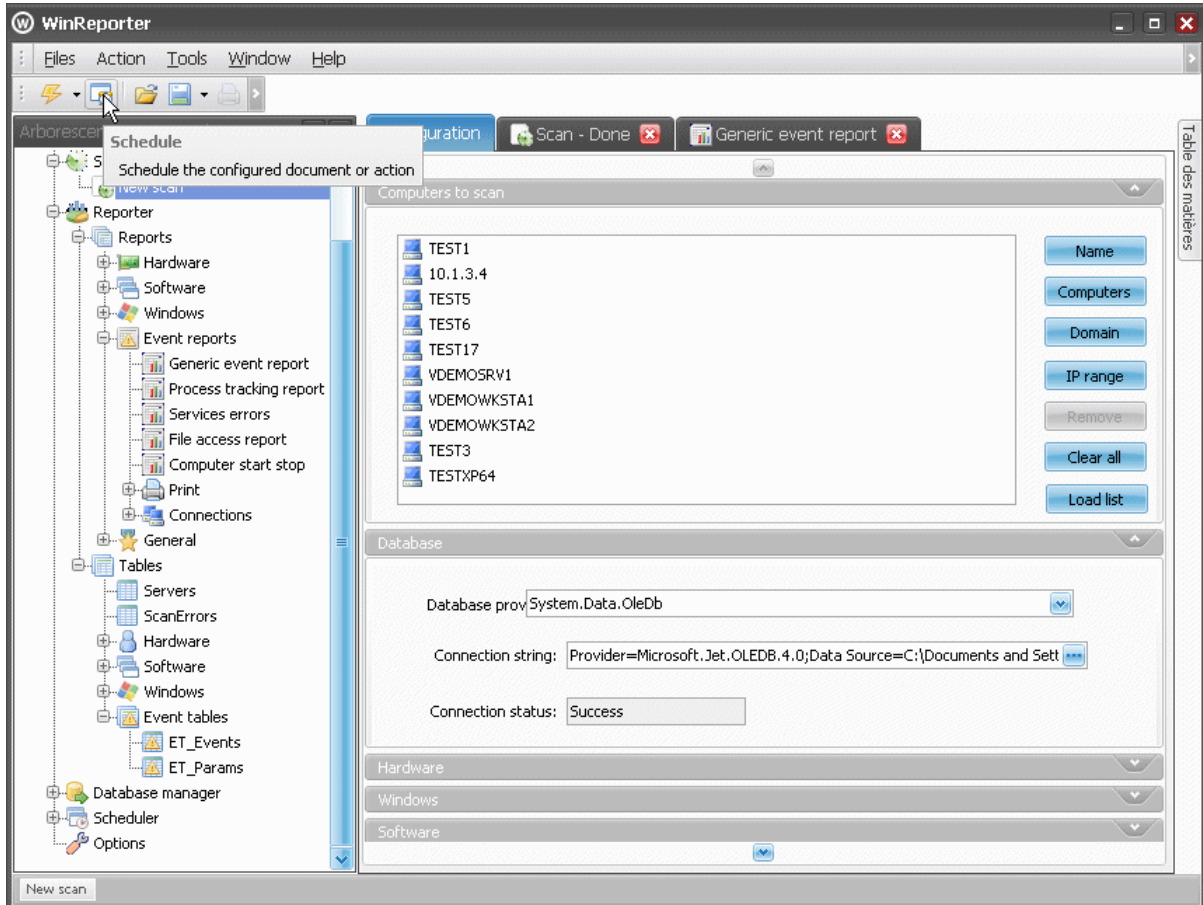
For more information about how to use all other event reports please read the [help file](#).



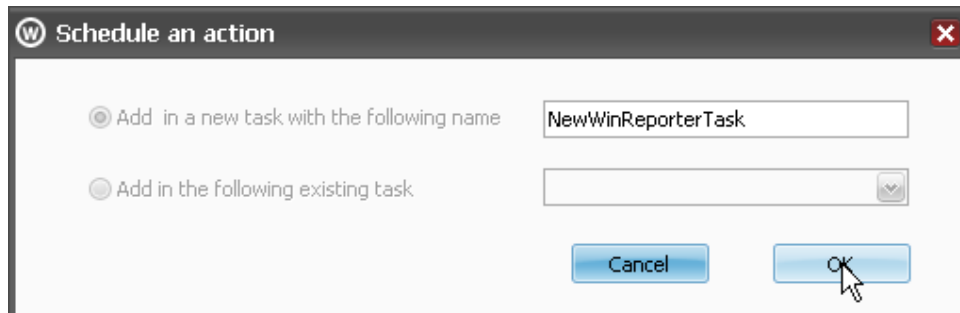
4. Schedule WinReporter

4.1. Schedule a scan

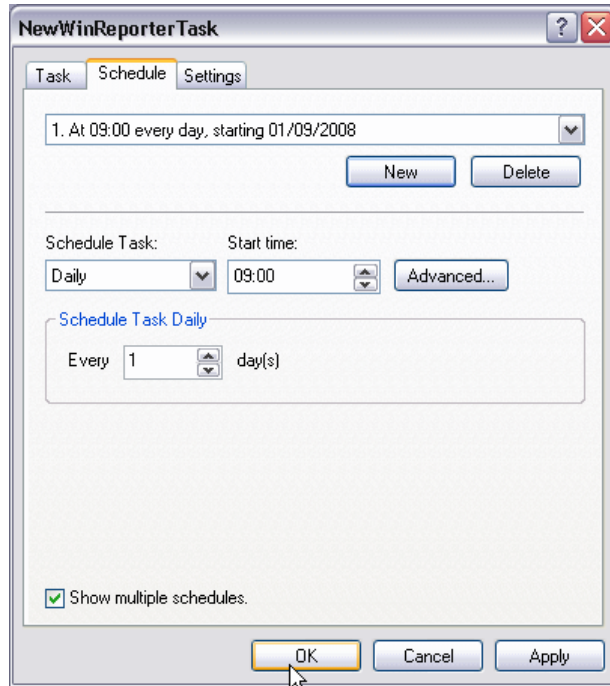
If you want to schedule a scan of your network, you just need to configure it as if you wanted to start it immediately, but once the scan is configured, click on the *Schedule* button (next to the *Launch* button) instead of clicking on the *Launch* button.



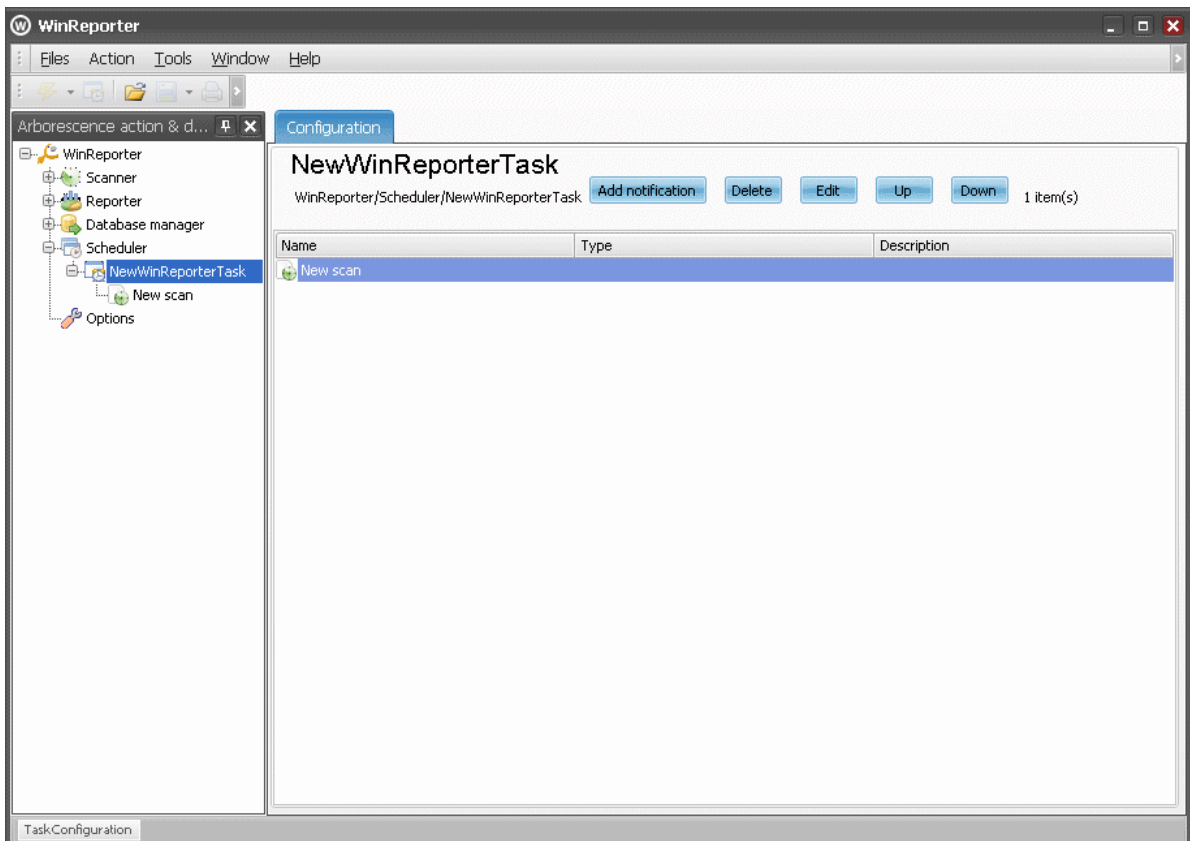
You are then prompted to give a name for the new task. When done, click OK.



The standard properties of a Windows scheduled task will open, allowing you to define the schedule for this task. When configured, click **OK**.



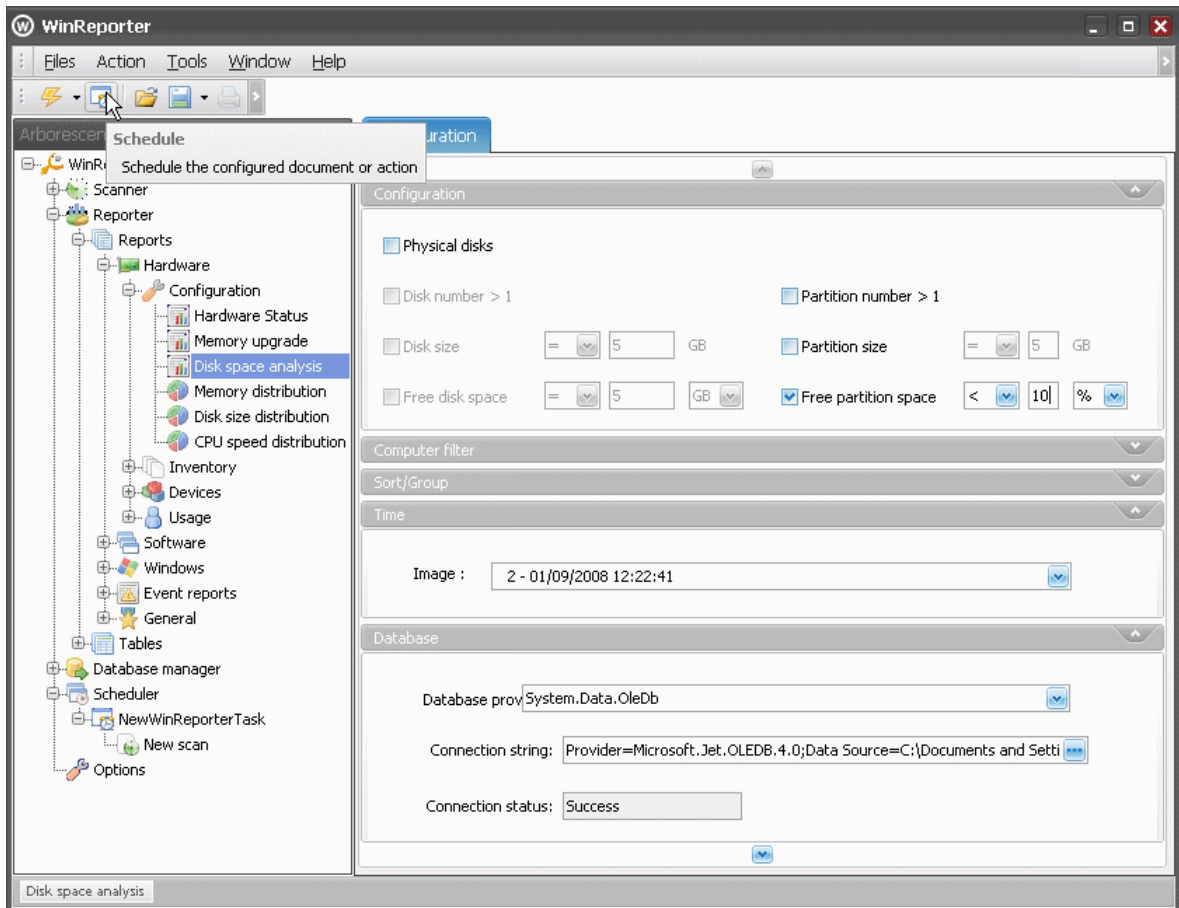
The task is then created in the *Scheduler* and the scan is added as first action to be executed in the task.



4.2. Schedule a report

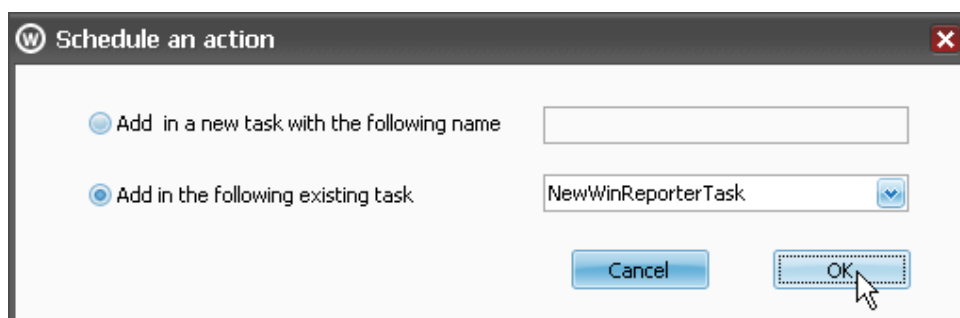
As the scan is now scheduled, you will probably be interested to automatically generate reports.

To do this, just select the report you want to schedule in the *report tree* and configure it as if you want to run it immediately and click on the *Schedule* button.



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

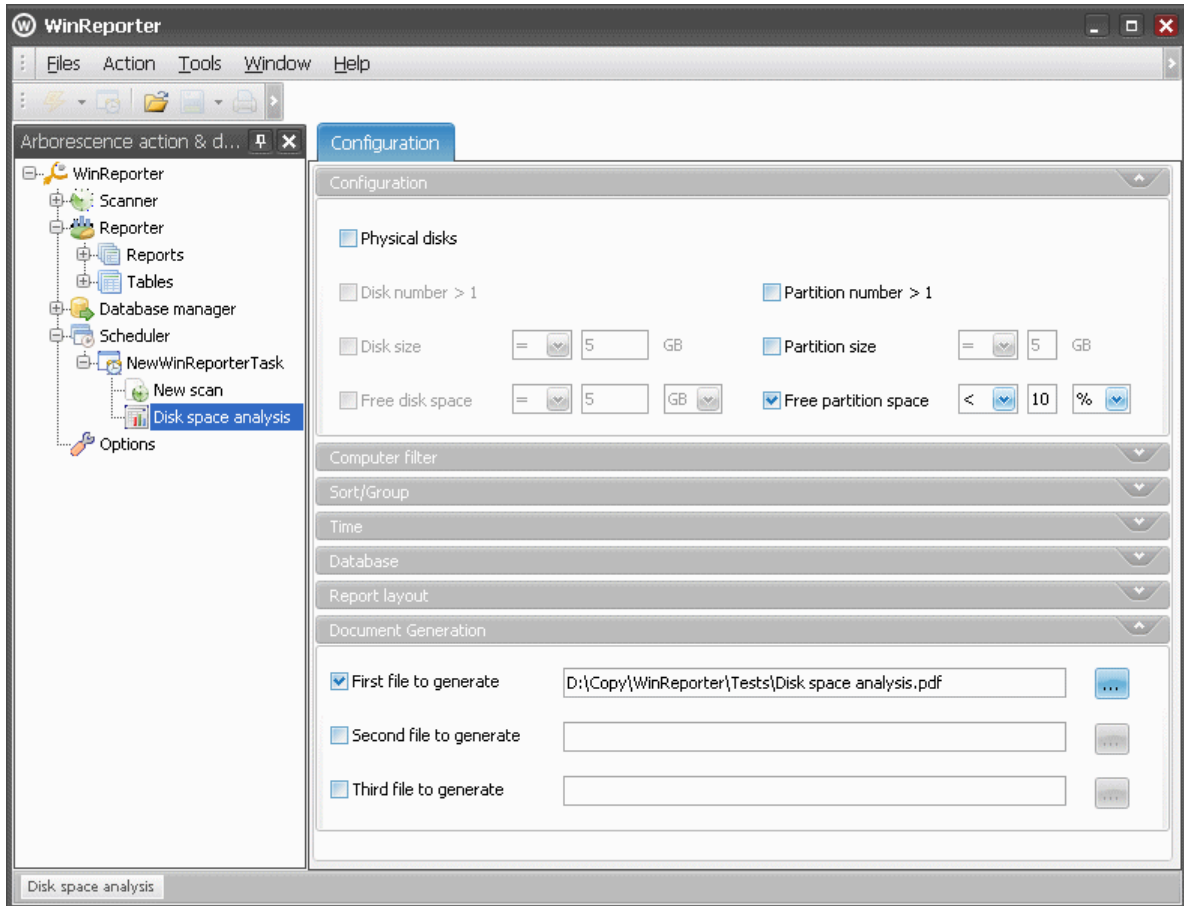
Add the action to the task previously created for the scan and click *OK*.



You can 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.

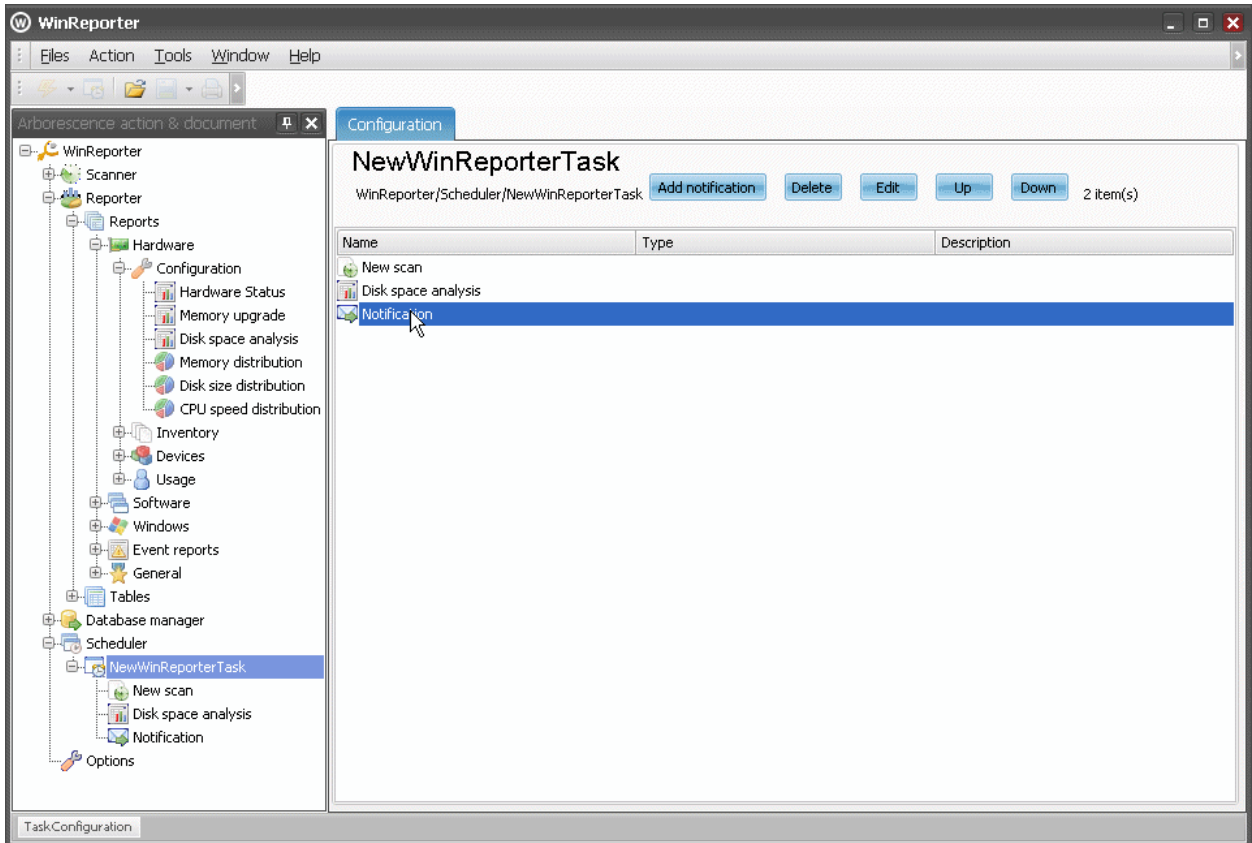
As *First file to generate*, select for example a path to a PDF file.



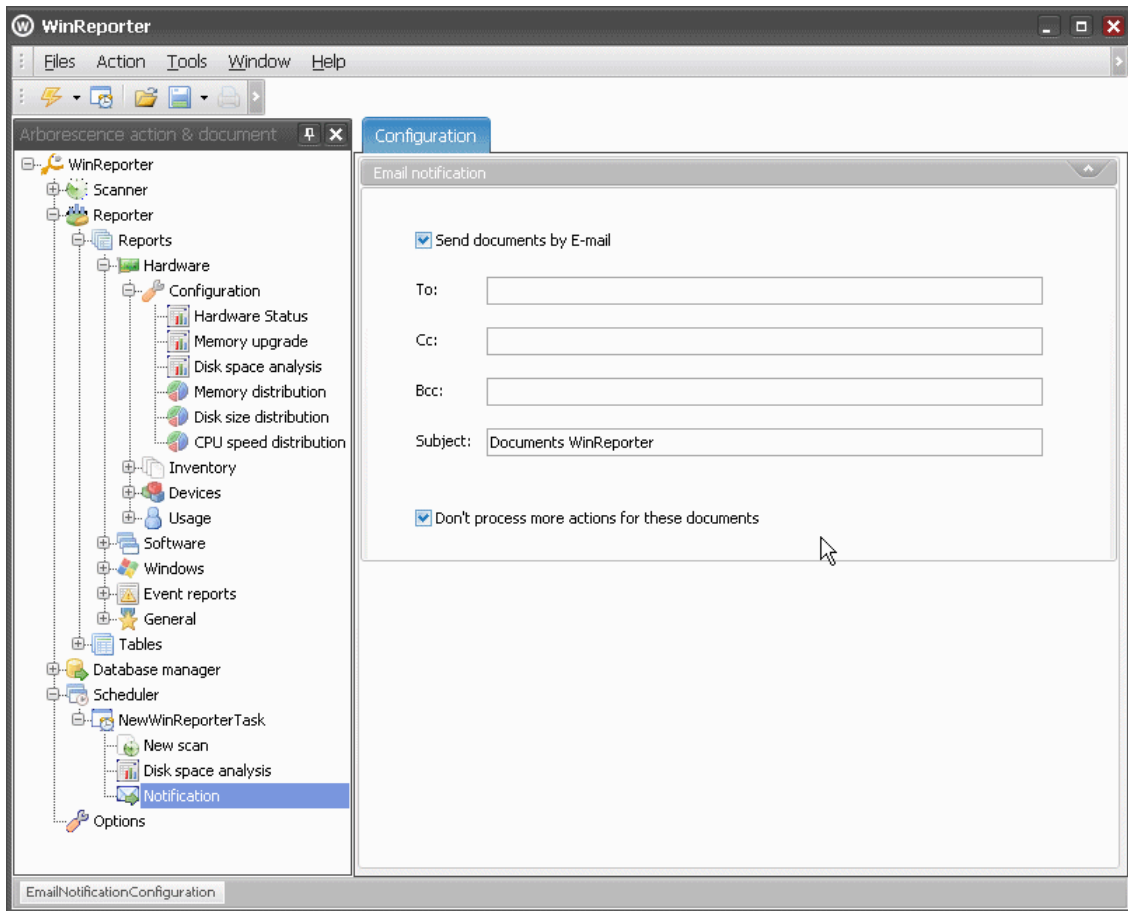
4.3. Automatically send the report by email

The report is now 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.

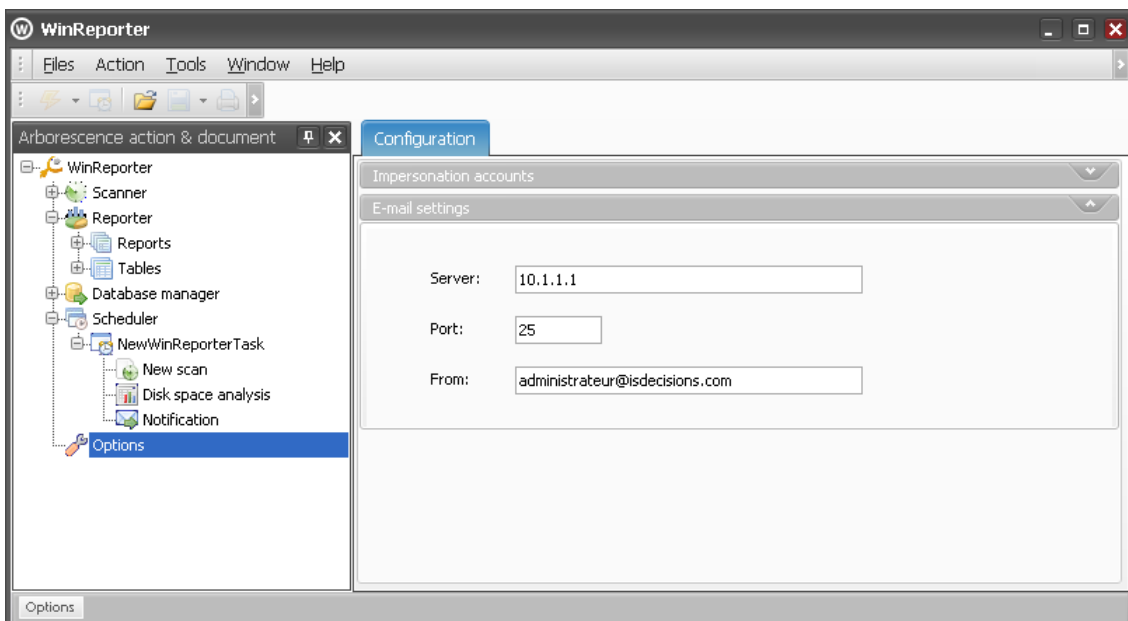
A new item named *Notification* is then added in the action list of the task. Double click on it.



You can then select *Send documents by E-mail* and enter all email recipients (separated by a semi colon) to whom you want to send the report.



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



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

