

# Inventory Reports

## Your information. Your way.

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FileWave allows you to get as much or as little information that you need to report by leveraging Inventory Queries and if you have other people outside of FileWave wanting the same reports, we've got you covered with Schedule Reporting to automatically send emails on your behalf.

## Create an Inventory Query

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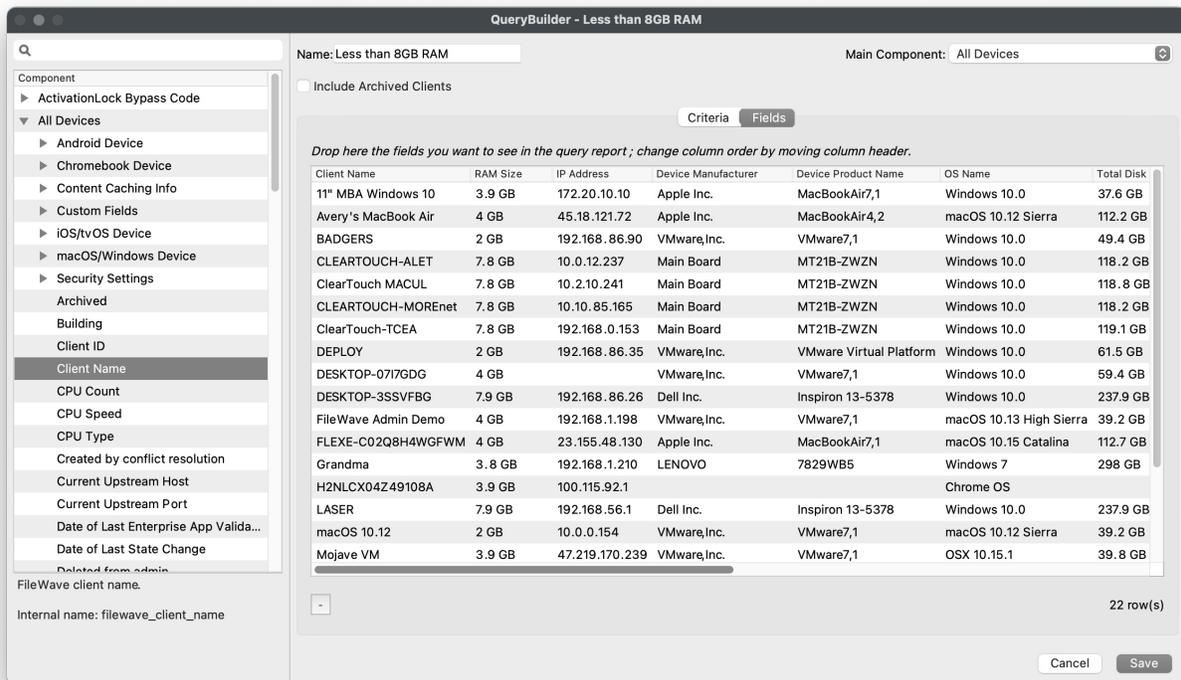
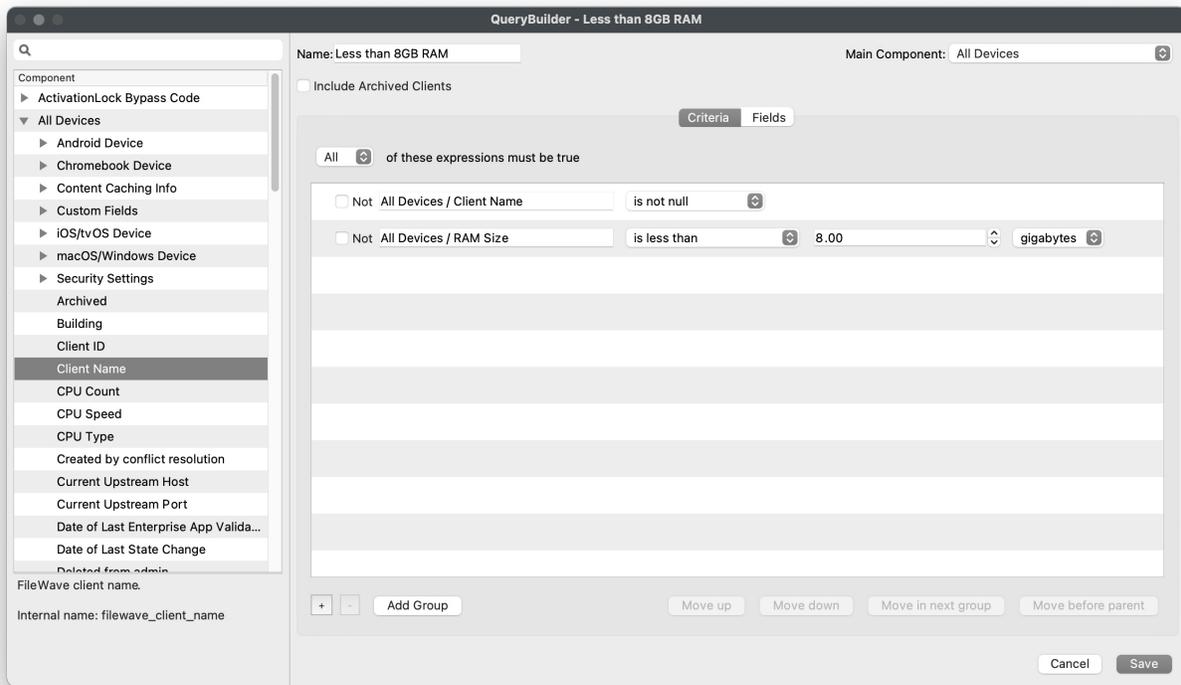
Creating an Inventory Query is the first step to tracking all your device information, scheduling reports, or leveraging the Query to create a Smart Group. This section will include an example of how to create an Inventory Query to find all devices with less than 8GB of RAM, regardless of their OS platform, and show some other helpful information that could be used in the context of a end-of-year device refresh. This section will also cover a more simple Inventory Query showing all iOS and Chrome devices with a specific Building Code (Custom Field).

### New Query

1. Open FileWave Admin and navigate to "Inventory Queries".
2. Click "New Query" from the black menubar.
3. Name the Query and begin dragging Inventory data points to "Criteria" pane.

### Less than 8GB of RAM

1. Drag-n-drop "All Devices > Client Name" into the "Criteria" pane.
2. Set "All Devices > Client Name" qualifier to "is not null".
  - This is to ensure we get all devices into the Query by starting broad and getting more restrictive.
3. Drag-n-drop "All Devices > RAM Size" into the "Criteria" pane.
4. Set "All Devices > RAM Size" qualifier to "is less than" : "8.00 gigabytes".
5. Click the "Fields" tab.
6. Begin dragging-n-dropping all Fields you'd like to return in the Inventory Report.
  - Client Name
  - RAM Size
  - IP Address
  - Device Manufacture
  - Device Product Name
  - OS Name
  - Total Disk Space
  - CPU Type / Speed / Count
7. Click "Save".
8. You should now see your new Inventory Report.



## Building Code

1. Drag-n-drop "All Devices > Client Name" into the "Criteria" pane.
2. Set "All Devices > Client Name" qualifier to "is not null".
  - This is to ensure we get all devices into the Query by starting broad and getting more restrictive.
3. Drag-n-drop "All Devices > Custom Fields > Building Code" into the "Criteria" pane.
4. Set "All Devices > Custom Fields > Building Code" qualifier to "is" : "TCE".
5. Add a new inventory sub-group via the "Add Group" button.
6. Drag-n-drop "Operating System > OS Type" into the the new sub-group.
7. Set "Operating System > OS Type" qualifier to "is" : "iOS".
8. Drag-n-drop "Operating System > OS Type" into the the new sub-group.
9. Set "Operating System > OS Type" qualifier to "is" : "Chrome".
10. Change the sub-group's logic to "One or more of these expressions must be true". \* Devices must be either iOS or Chrome since no device can be both at one give time.
11. Click the "Fields" tab.
12. Begin dragging-n-dropping all Fields you'd like to return in the Inventory Report. \* Device Name \* OS Type \* Building Code

13. Click "Save".
14. You should now see your new Inventory Report.

QueryBuilder - Building Code

Name: Building Code Main Component: All Devices

Include Archived Clients

Criteria Fields

All of these expressions must be true

- Not All Devices / Client Name is not null
- Not Custom Fields / Building Code is TCE

One or more of these expressions must be true

- Not Operating System / OS Type is iOS
- Not Operating System / OS Type is Chrome

+ - Add Group Move up Move down Move in next group Move before parent

Cancel Save

QueryBuilder - Building Code

Name: Building Code Main Component: All Devices

Include Archived Clients

Criteria Fields

Drop here the fields you want to see in the query report ; change column order by moving column header.

Device Name	OS Type	Building Code
H2NLCX04Z49108A	Chrome	TCE
HY3A91TD501537	Chrome	TCE
iPad	iOS	TCE
iPhone	iOS	TCE
NXG85AA0037351DADD7600	Chrome	TCE
NXG85AA0037351DAE07600	Chrome	TCE
P206MS8F	Chrome	TCE
TCE-F9FNCJ4XFP84	iOS	TCE

- 8 row(s)

Cancel Save

# Scheduled Reporting

Now that you have several Inventory Queries created, let's schedule the automatic email of those Inventory Reports. Before being able to schedule reports, you must first configure the "Email" FileWave Admin Preferences.

## Inventory Query Scheduled Reporting

1. Open FileWave Admin and navigate to "Assistants > Scheduled Reports".
2. Click the "[+]" button to add a new schedule report.
3. Change the "Report type" to "Query".
4. Enter the target email addresses with each new address on a new line.
5. Fill out the Mail Subject and Body.
6. Optionally, select a different "Owner" of the report for logging purposes.
7. Schedule your automated report.
8. Select the Query using the "select a query" link.
9. Click "OK" to save the changes.

**Edit Report**

Report type:

This report is the result of a query.

The report will be sent to the following email addresses:

Mail subject:

Email content/body:

Owner:  User   
 LDAP User

**Schedule**

Every day at   
 skip weekends

Every week on  at

Every month on the   at

Query: [Less than 8GB RAM](#)

# License Scheduled Reporting

FileWave can also send a report containing a list of all licenses that display within "License Management" via Scheduled Reports.

1. Open FileWave Admin and navigate to "Assistants > Scheduled Reports".
2. Click the "[+]" button to add a new schedule report.
3. Verify the "Report type" is set to "License".
4. Enter the target email addresses with each new address on a new line.
5. Fill out the Mail Subject and Body.
6. Optionally, select a different "Owner" of the report for logging purposes.
7. Schedule your automated report.
8. Click "OK" to save the changes.

**Edit Report**

Report type: Licenses

This report shows the list of desktop and iOS licenses.

The report will be sent to the following email addresses:  
averythomas@filewave.com

Mail subject: FileWave Licenses

Email content/body: Hi Avery,  
Here are the license usage tracked by FileWave.

Owner:  User fwadmin  
 LDAP User [ ] Test

**Schedule**

Every day at 12:00 AM  
 skip weekends

Every week on Monday at 10:00 AM

Every month on the first Monday at 12:00 AM

Cancel OK