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2 - Inventory

The inventory of IT equipment is maintained via the “Inventory” top menu option. GLPI provides a set of pre-defined classes of items. These include:

- Computers
- Monitors
- Software
- Networks (Network Devices)
- Devices (General Devices)
- Printers
- Cartridges
- Consumables
- Phones

Each class of item has a pre-defined set of fields. Some of the fields are common enough to appear in all classes (e.g. Manufacturer, Location, Name). Others are specific to certain classes of item (e.g. “USB Port” for printers, “Number of Lines” for phones).

Some classes of items can be linked to one another via “ports” or “direct connections” which are defined in each item. Some classes have specific features. For example, a “Computer” can have a list of components. All inventory items can be linked to Tickets.

There are plugins available to extend the core GLPI classes (General Object Manager) and fields (Custom Fields). And, you can always change the field names to suit your needs by editing the locale file you are using.

General Considerations

In the inventory list and you can see the hardware and software inventory of the park.

Display Options

You can view and sort the columns related to hardware or software that you consider important to view them from the list.

This is configurable at the display table inventory. Click on the star in the top-left corner of the table.

You can add, delete, and order the columns displayed.

You have 2 options:

- Set the global view, which will apply to all profiles that have access to a portion of the inventory,
- Configure the personal view, which applies only to you.

Use the + button to add/delete columns

	Name	Manufacturer	Model	OS	Serial Number	IP	ID	CPU	Comments	Location	Contact	Network point	Warranty expiration date	Power Supply	Update Source	Type
<input type="checkbox"/>	(3146)			Microsoft Windows XP Pro			3146	Pentium								
<input type="checkbox"/>	(3151)			Microsoft		192.168.0.0	3151									Acer Aspire 4520
							3157									

Click on any column name to sort by that column

Search Options

You can search multiple parameters and sort on a type of inventory (computers, network hardware, printers, cartridges, monitors, peripherals, software, consumables and states).

You can also search multiple criteria. For example: only a material with a software but not another software with the addition of overall criteria search global search criteria.

You can also view only deleted items to restore them. Check the box for the binocular / goggles.

Enter your search criteria (string) here (e.g. "Pentium")

Select the column you want to sort on here

Reset

Save current search criteria as a bookmark

Add an additional criteria

Add a Global Criteria

Select the column your criteria should match (e.g. "CPU")
Note: "Items seen" means in any of the columns displayed

Whether to display deleted (Yes) or active (No) items

Perform the Search

To search by date, please use only the syntax: [Year] - [Month] - [Day] (YYYY-MM-DD)

Here are some examples of search operators:

- **NULL** : Allows you to search on any equipment with the blank field.
- **<Or> "number of months" with a date field** : can search on any equipment with a period corresponding to the number of months (for example: to list computers older than 5 years you will use >60 with the field "date of purchase").
- **^ 123** : Search 123 in the beginning of the field. For example ^Windows will find records containing "Windows 2000", "Windows XP" but not "Non-Windows". (attention: you need to type ^ then the space bar and then the first character)
- **123\$** : You can search for all records containing 123 at the end of field.

For security, the character "'" is not usable.

Export Options

You can export a list of your hardware / software or the results of your search format SYLK (spreadsheet), export to CSV or PDF format in two different forms.

Either **"View"** SLK or PDF or CSV: Export only the number of lines you have defined in the list box provided for that purpose (ie the results displayed).

Either "All" SLK or PDF or CSV: Exports the complete list of items.

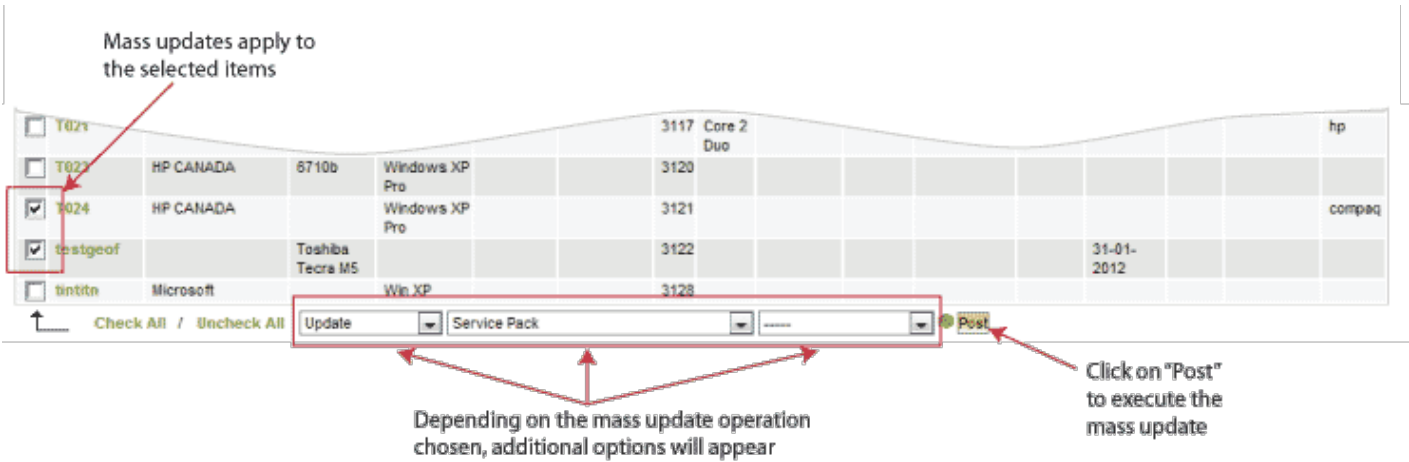


Excel, OpenOffice (Sylk) This format is used by many spreadsheets. (If you use software that does not fully standards (eg Excel), the fields too long will be truncated. It is preferable this case to use the export to CSV format.)

A macro for Excel is available to correct problems with accents in csv export: <http://thetsmr.fr/utf8.zip>

Mass Modifications

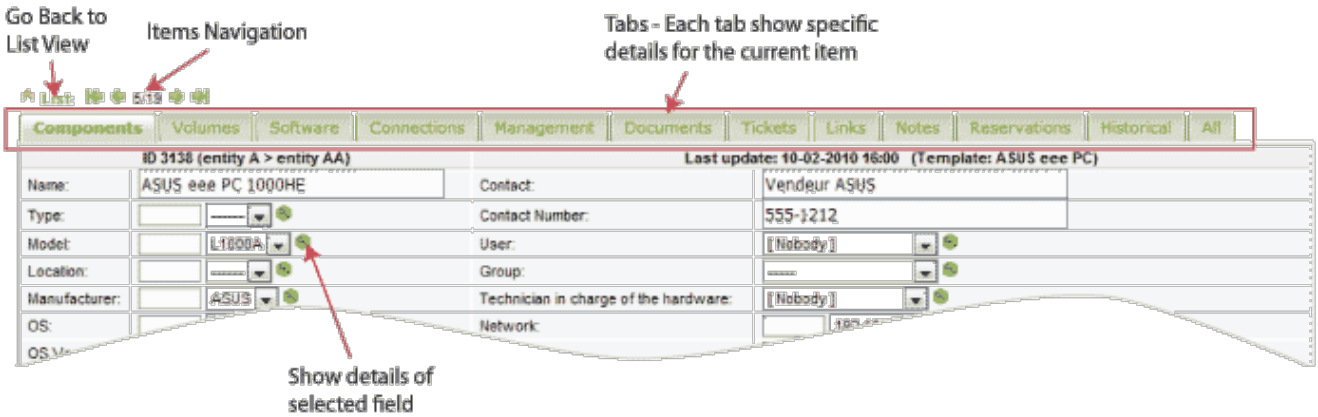
You can make changes to all the items you have selected (Delete, Purge, Restore, Connect / Disconnect, install, update fields, add a document or contract transfer or synchronize).



Item Details - Sheets View

From the list view, you can click on an item to view its details. From here you can view the sheet containing the details of each item listed, or add an element.


Then you can edit or delete each element.



In each sheet, the tabs are available for a more readable display of the various headings. You can choose to display all entries by clicking on the tab "All".

- Tab **Notes** provides a free text field to store any other information equipment.

- * * The tab “History” can view all changes made to the description of the equipment. As well as components for computers. * A tab “OCS-NG” (only if you activate the mode OCS-NG GLPI) lets you view the fields that you changed after you import your material and that will be locked (thus not overwritten) during the next sync with OCS-NG. In addition, a button “Force Sync” allows you to reset the synchronization from OCS-NG. * A tab “Plugins” ** with a sub-menu by plugins (only if you add plugins using this feature in GLPI) allows you to view the entries plugins related to hardware / software.
- The previous and next tabs to navigate among elements of the inventory by going to choose the “previous” or “next” based on their ID or their names. (Settings in the menu // Configuration / General / Display Settings / /).


Moreover, the icon  allows you to access directly to comments and information field selected in the drop-down list, or the addition and modification of proposals in the drop-down list .. (Settings in the menu // System / Titles / /).

For monitors, peripherals, software and phones you can manage items in a unitary or global. The management unit corresponds to a conventional management (a monitor for a computer) while in the overall monitor, device, or the phone becomes a virtual global to be connected to multiple computers. The overall management can limit the number of elements to manage in case they are not a given in the strategic management of information technology.

You can “unglobalize” these items by using the link provided in the detail of equipment, which will result in duplicate item as many times as it is installed.

Management: Templates

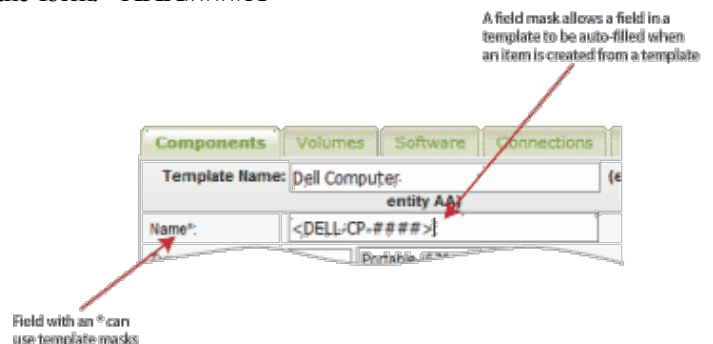
Templates can be used to create some inventory items. These templates allow you to set the standard configuration of your inventory. This makes it easy to add a large number of nearly identical elements.

You create and manage templates using the  icon. Once a template is created it can be used when adding an item to the inventory.

When creating a template, a system for filling and auto increment fields is available (for fields marked by *):

The fields Name, ID number and inventory capital Fields are automatically filled when an item is created from a template if the corresponding field in the template contains a format string of the form: <XXX####X>

- < And > at the start and end indicate that the field should be treated as a format (mask).
- X is any character
- g: number research among all fields identical based on the same format
- #: Location to increment the number (number of digits equal to the number of #)
- Y: 4-digit year
- y: 2 digit year
- m: month
- d: day



Management: Components of Computers

Since GLPI 0.5, the addition of component management has been added. It lets you add as many parts as you need in a computer object. For example you can specify the system board manufacturer, or the hard disk make and/or model.

When using the OCS-NG import, you can choose which of these components you wish to import that are collected via the OCS agent.

You can manage the list of components in your systems in the menu // Configuration / Components //.

For some types of components you can specify a specific feature (the speed of a hard disk for example).

Any deletion or addition of a component will be automatically logged.

Management: Direct Connections

Direct connections represent the relationship between the central unit of a computer and external components.

A direct connection is between a computer and a printer, a monitor, an external device or a telephone.

Connections or disconnections are in the form of a computer or from the related equipment or from the system of massive change.

Management: Port Networks

A network port is used to model the output of a network interface on a given hardware.

Each port usually has an IP address, a MAC address and a network on which it is connected.

Network connections are made by connecting two ports between them, to join two objects together there has to be a free port on each of these materials.

In most configurations will be connections between this port on a computer, a device or a printer and a port via a network hardware (hub, switch).

When connecting between two objects, information such as IP address and the network are updated for each of the two ports.

For each material, it is possible at any time to add one or more ports through the mass change.

You can also associate one or more VLANs to a port. On the editing form of the port you can also add and remove VLANs associated with the port.

Management: Software

Software usually includes a number of licenses, each with a serial number and an associated expiration date.

The installation of software is changed within the details of the computer or through a mass change. Each time a software is installed, the number of licenses available for this software decreases.

It is possible to install software, even if no license is available, a license marked as “buy” will be created automatically.

For free software, it is possible to specify “free” as the serial number for the software. This will enable software to be installed multiple times without being flagged as “buy” in the system.

It is also possible to specify the keyword “global” instead of the serial number if you have software with blanket licenses (site or Enterprise Licence). This software can also be installed on an unlimited number of hosts

You can add multiple licenses at once, and the serial number and expiration date will be the same for each.

From the Setup tab, you can run a bulk change for all equipment related to a license, amend the expiry date of the purchase or move to another license.

When you rename multiple licenses (installed on several hosts) on a given material, GLPI creates a new entry. If you have 100 facilities, it can quickly become binding. So we need a new license, however the new name and move all your plants on it.

You can categorize your software to the case of OEM software, purchased or even update existing software.

Financial management is made at the level of licenses. The commercial part of the software serves as a model when adding licenses.

Management: Consumables and Cartridges

For these two elements, you must first create a type of cartridge or consumable.

You can then add as many elements of this type in the file type.

For cartridges, a type of ammunition should be defined as consistent with models of printers to add cartridges for printers of this model.

You can also specify the person receiving the supplies.

Financial management is carried out in the elements and not the type. Part of the information serves as a model type when adding items.

You can configure an alert by email on the warning threshold by default for cartridges and consumables. This is configurable in the menu // Configuration / General //.

Management: Equipment Status

This area allows you to view the status of your equipment.

To change the status of equipment simply go into the details of this equipment or use the mass modification tools.

display inventory and options for each type of equipment depends on the profile of the logged on user. It may vary according to the profile.

Management: Financial

On any type of equipment, you can turn the financial information relating to it. Either using the link in the “management” of retail equipment, either through the mass change, for example by changing the date of purchase for multiple items.

You can configure an alert by email on the expiry of the security equipment. This is configurable in the menu // Configuration / General //.

GLPI can perform a calculation of net book value on the mere basis of a straight-line or declining. This requires some more information (value, date of purchase or entry into service, depreciation, damping coefficient) and also fill in // Configuration / General // Date of the accounting year. For more information on the concepts of depreciation, you may refer to this article

display financial information for each type of equipment depends on the profile of the logged on user. It may vary according to the profile.