

Scout Report Generator

Administrator's Guide

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0. Legal information

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1. Representation

The following representations and conventions for instructions are used throughout the documentation:

Representation	Description
Control element	All graphical user interface controls are displayed in bold
Menu > menu command	Whenever running a command involves clicking a series of menus, the single GUI controls such as menu commands or dialog tabs are linked by > .
Value	All data that have to be entered by the user or data that represent a field value are displayed in <code>Courier New</code> . Also, file names and path names are displayed in <code>Courier New</code> .
STRG	Keys to be pressed are displayed in CAPITAL LETTERS.
<Placeholder>	Placeholders in instructions and user input are displayed in <i>italics</i> and in <angle brackets>.
1. Instruction	Procedures to be carried out step by step are realized as numbered steps.
Result	System responses and results are displayed in <i>italics</i> .

Abbreviations and acronyms

Abbreviation	Description
AD	Active Directory , directory service of Microsoft Windows Server
EBKGUI	Interface of the eLux Builder Kit (component of Scout Enterprise)
EPM	eLux package module (<code>.epm</code> , software package)
FPM	Feature package module (<code>.fpm</code> , part of a software package)
FQDN	Fully qualified domain name
GB	Gigabyte
GHz	Gigahertz (processing speed)
HDD	Hard disk drive (flash memory)
IDF	Image Definition File (<code>.idf</code>)
IIS	Internet Information Services: Microsoft Web server
MB	Megabyte
OU	Organizational unit Unit or group within the organizational structure
VPN	Virtual Private Network

2. Overview

The Scout Report Generator is used to create reports based on the devices, applications and OUs of the Scout Enterprise database.

The Scout Report Generator is part of the Scout Enterprise Management Suite and is installed as a component of it. For further information, see [Installing Scout Enterprise Management Suite](#) in the **Installation** guide.

The menu rights can be used for each administrator to control whether the Scout Report Generator may be started. Use the basic administrator rights to allow or deny creating, editing and deleting database reports and local reports.¹

2.1. Starting Scout Report Generator

1. In the Scout Console, make sure that **Security > Activate administrator policies...** is selected.
For further information, see [Multi-client capability of the Report Generator](#).
2. In the Scout Console, select **View > Report...**

The Scout Report Generator window opens. For database access, the settings of the Scout Console are used.

2.2. Multi-tenancy

To use the report generator, activate administrator management (**Security > Activate administrator policies...**). The access rights defined there then are applied for creating reports. This is to ensure that administrators can only create reports based on the devices visible to them.

The administrator policies are also required to control the use of reports in Scout Dashboard. The Scout Console provides a feature that allows assigning reports to administrators and vice versa. The report assignment ensures that reports in Scout Dashboard are made available only to the relevant authorized administrators.

¹for Scout Enterprise Management Suite 15.5 and later versions


3. Interface

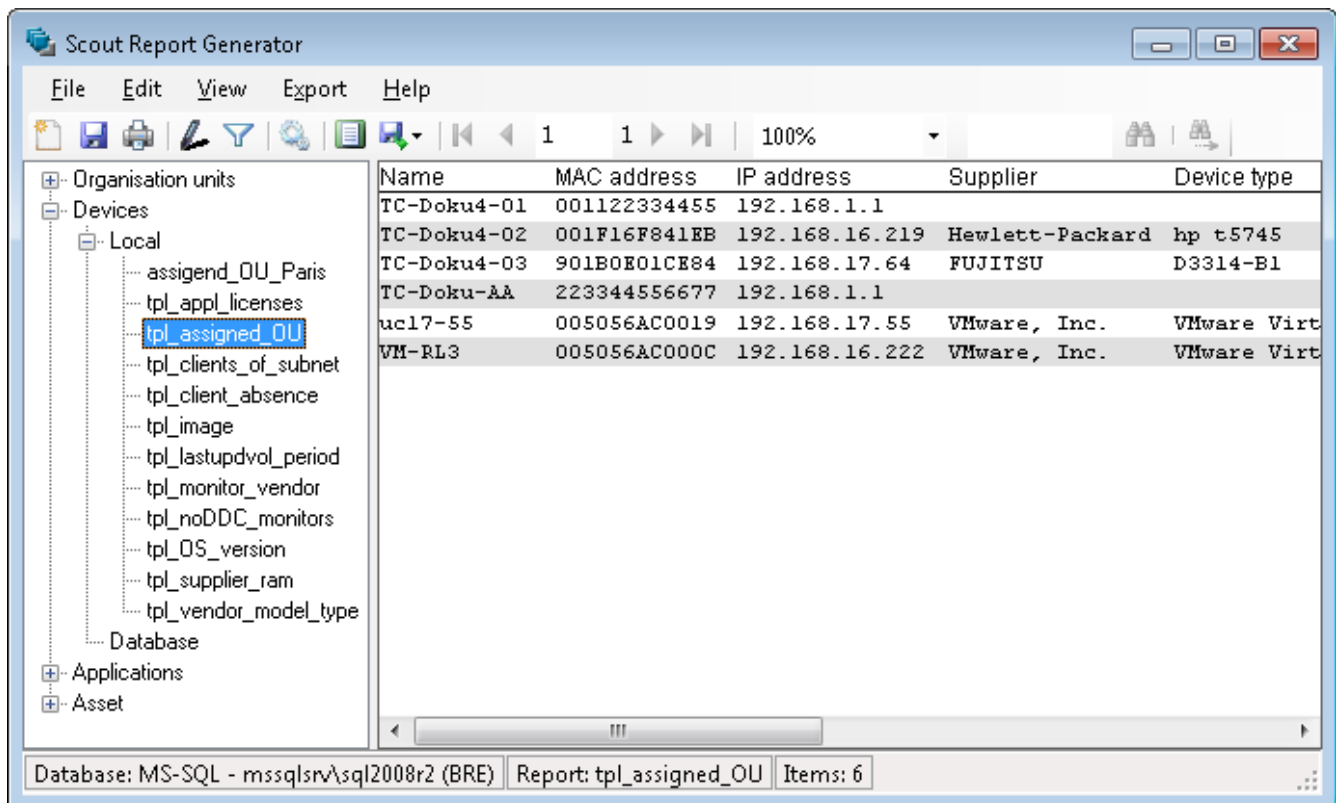
The Scout Enterprise Report Generator application window is divided into two areas. On the left, all reports defined are listed. They are organized into the four types **organization units**, **devices**, **applications** and **inventory**. The predefined reports provided can be used as templates.

On the right, a report output is displayed. The name and number of matching elements are displayed on the status bar.



Note

The report output on the right does not necessarily correspond to the selected report on the left. Click the  button to refresh or create a selected report.




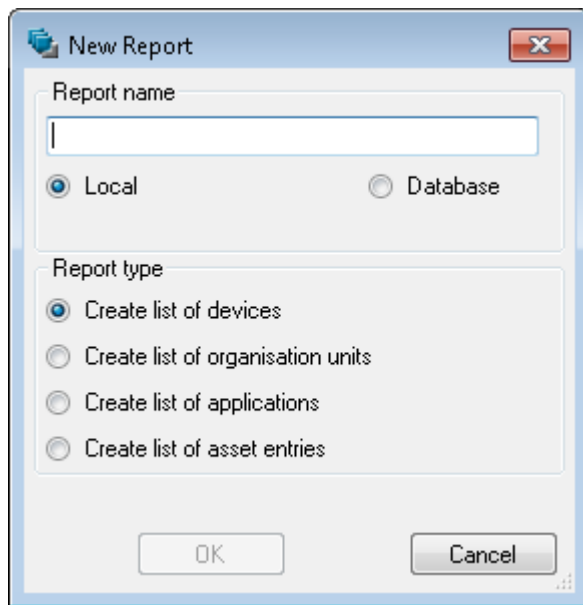
Name	MAC address	IP address	Supplier	Device type
TC-Doku4-01	001122334455	192.168.1.1		
TC-Doku4-02	001F16F841EB	192.168.16.219	Hewlett-Packard	hp t5745
TC-Doku4-03	901B0E01CE84	192.168.17.64	FUJITSU	D3314-B1
TC-Doku-AA	223344556677	192.168.1.1		
uc17-55	005056AC0019	192.168.17.55	VMware, Inc.	VMware Virt
VM-RL3	005056AC000C	192.168.16.222	VMware, Inc.	VMware Virt

The toolbar buttons help define, create, print and browse reports.

4. Basic functions



4.1. Creating and saving a new report

1. Click **File > New Report** or click the  **New report** button.
2. Enter a name, and then select the storage location and report type.



*If you select the storage location **Local**, the report is saved in the local user directory of the logged-in user (`<User>\Documents\UniCon\Scout\Report`).*

*If you select **Database**, the report is saved to the Scout Enterprise database. It can then be viewed, used and edited by other authorized Scout Enterprise administrators. Reports that have been saved to the database can also be run in Scout Enterprise Dashboard. For further information, see [Sharing reports](#).*


3. For the selected report, click **Edit > Layout** or, on the toolbar, click the  **Layout** button.
In the **Report Layout** dialog, define the desired layout features. For further information, see [Report layout](#).
4. For the selected report, click **Edit > Filter** or, on the toolbar, click the  **Filter** button.
In the **Report Filter** dialog, define the desired filter values. For further information, see [Report filter](#).



Note

You can easily change the name later, but the report type and storage location cannot be changed later. To change the storage location, create a new version by clicking **Save as**.

4.2. Creating a report output

1. Select a report.
2. Click **View > Create report**.
Or:
Double-click a report definition.
Or:
Click the  **Create report** button.

The report output is created and displayed on the right.

You can vary the display size of the report output, select page view (**View > Page view**), browse through and search the report.

Report outputs can be printed and exported.



Note

A report, whose layout does not contain fields, cannot be executed.

If report outputs contain column titles but no elements, the filter has not been defined correctly.

4.3. Report templates

When you install the Scout Report Generator, several report templates are added to the local user directory `Public\Documents\UniCon\Scout\Report`. You can use them whenever suitable.

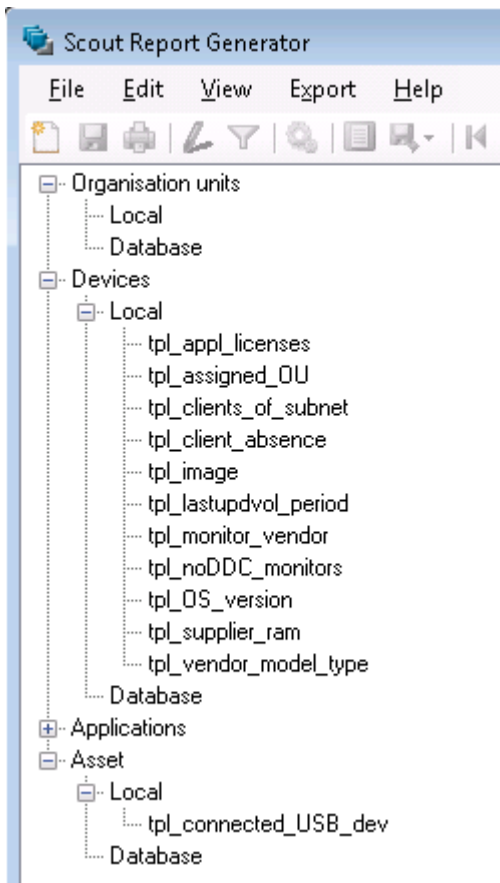
In the tree view of the Scout Report Generator, the report templates are organized into different types. They can be modified as required.

Report type Devices

<code>tpl_appl_licenses</code>	Devices with defined application licenses
<code>tpl_assigned_OU</code>	Devices of defined OU
<code>tpl_clients_of_subnet</code>	Devices of defined IP subnet
<code>tpl_client_absence</code>	Devices with latest contact to Scout Server before defined date
<code>tpl_image</code>	Devices with defined image name
<code>tpl_lastupdvol_period</code>	Devices with software update between two defined dates
<code>tpl_monitor_vendor</code>	Devices with monitors of a defined producer
<code>tpl_noDDC_monitors</code>	Devices without DDC information (EDID) of the monitor
<code>tpl_OS_version</code>	Devices with defined OS version
<code>tpl_supplier_ram</code>	Devices of defined producer with RAM less than defined value
<code>tpl_vendor_model_type</code>	Devices of defined producer, model and type

Report type Assets

<code>tpl_connected_USB_dev</code>	Devices with connected USB devices of a defined producer
------------------------------------	--



Note

Before creating a report output, you must modify the filter values for most templates. Use the **Save as...** feature to create copies or variants.

4.4. Sharing reports

By using the storage location **Database** when you create a new report, you allow all authorized Scout Enterprise administrators to use and edit this report definition.

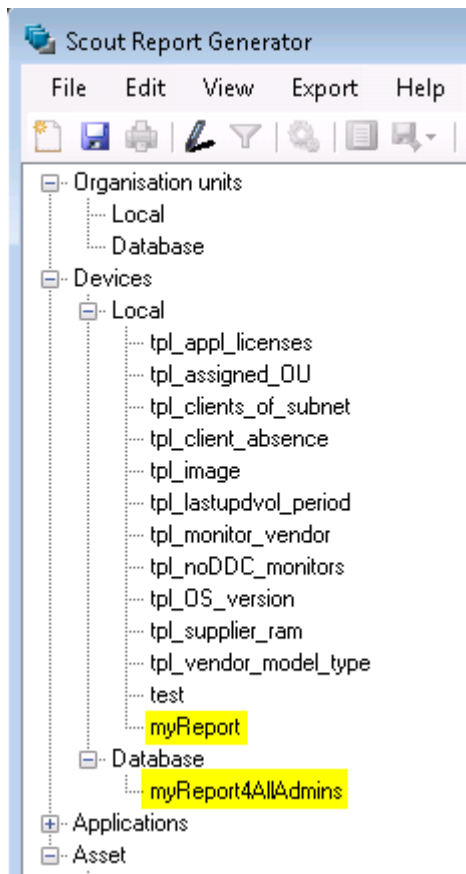
An administrator is authorized to run reports if he has the base permission **Report generator**.

An administrator is authorized to edit reports if he has the base permission **Edit database reports**.

Reports saved to the database can also be run in Scout Dashboard. Access to the reports in the Dashboard is configured in the Scout Console .

For further information, see [Creating a new report](#) and [Managing reports for Dashboard](#) in the **Scout Enterprise** guide.

In contrast, any report defined with the option **Local** is only available in the local user directory of the creator.





Note

Use the **Save as...** feature to save locally defined reports to the database and make them available to other administrators.

4.5. Saving, printing and deleting a report

All file-related features of the Scout Report Generator are provided on the **File** menu.

1. Select the relevant report.
2. Click **File** > *Menu command*.


Menu command	Alternative
Rename	F2
Delete	ENTF
Save	
Save as	-
Print	



Note

Use the **Save as...** feature to produce slightly different versions or to make locally saved reports available to other administrators.

4.6. Exporting a report

1. Check the page layout for the relevant report. For further information, see [Defining page layout for print output](#).
2. Run the relevant report or make sure that the output shown on the right is up-to-date.
3. On the toolbar, click the  **Export** button.
4. Select the export format **Excel** or **PDF**.
5. In the **Save as** dialog, enter a file name and storage location.

The currently generated report output is exported to the specified file.



Note

Exporting to a Dynamic Client Group makes the result set available in the Scout Enterprise Console.

For further information, see [Dynamic Client Groups](#) in the **Scout Enterprise** guide.

4.7. Changing language

- ▶ Click **View** > **Language**.



Note

The **Default** option uses the language set in the operating system.

5. Report definition

Defining a report includes two basic steps:

- The **layout** of a report specifies the relevant database fields and their display properties. In addition, it determines the way the report output is formatted, including the font, page layout and headers.
- The **filter** is used to filter the selected fields for particular values. You can combine several filter expressions by using operators.

5.1. Report layout

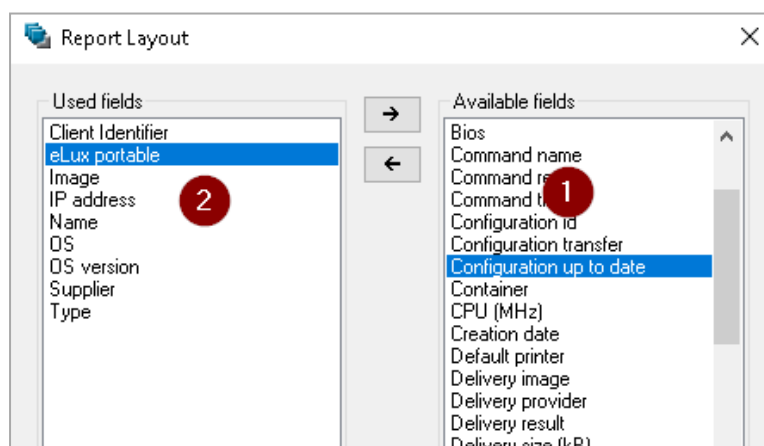
Defining the report layout consists of two steps:

- Select the relevant field that you want to display as columns in the report output (**Columns** tab)
- Determine the print page layout including the header/footer and page formatting (**Header/Footer** tab and **Worksheet** tab)

5.1.1. Defining columns

In the report layout, choose the database fields you want to show as columns in the report. For the columns and resulting elements, you can also specify an order and other layout criteria.

Choosing the relevant fields



Legend to numbers

- 1 Shows all available fields that you can apply to the report as columns
- 2 Shows all fields that will be shown by the report
The order can be defined later on.

Note the following for Scout Enterprise 15.10 and later versions:

- The **eLux portable** field shows whether it is a device or an eLux Portable USB stick
- The **Client identifier** field is used for unique identification of devices and elux portable sticks.

1. Select a report and click the  **Layout** button or click **Edit > Layout...**

2. In the **Report layout** dialog, on the **Columns** tab, click the **+/-** button. See screenshot above.
3. To add a field, select the relevant field on the right and move it to the left by using the **←** button.
4. To remove a field, select the relevant field on the left and move it to the right by using the **→** button.
5. Confirm with **OK**.



Note

Alternatively, to move elements between the two lists, double-click the element or use the **INS** and **DEL** keys.

*In the **Report layout** dialog, in the preview, the selected fields are shown in the **Content** column.*

Specifying layout

In the **Report layout** dialog, on the **Columns** tab, define additional properties of the report layout.

Column	Content	Min.	Unit	Max.	Unit	Alignment
→ Name	Name	0	mm	0	mm	Left
MAC address	MAC address	0	mm	0	mm	Left
IP address	IP address	0	mm	0	mm	Left
Supplier	Supplier	0	mm	0	mm	Left
Device type	Device type	0	mm	0	mm	Left
Type	Type	0	mm	0	mm	Left
Name and path	Name and path	0	mm	0	mm	Left

☒ Mark rows
 ☐ Fill rows

Font
 Caption font: Arial, 9pt
 Row font: Courier New, 8pt

Sorting
 Sort by: Name

1. To change a column header, for the relevant field (row), click into the cell of the first column. Then enter the desired column title and confirm it with **RETURN**.


2. Specify further settings:

Option	Description
↑ and ↓ buttons	Change order of the columns Alternatively, use a drag-and-drop operation.
Alignment column	Defines whether the text is left-aligned, right-aligned or centered
Min and Max columns (column width)	<p>Column width is calculated automatically. You may, however, specify a minimum and maximum width for each column.</p> <p>To define a fixed column width, set the same values for minimum and maximum width.</p> <p>If the minimum width exceeds the maximum width, the column is not displayed in the report.</p> <p>To reactivate the automatic column calculation, set both values to 0.</p> <p>Valid units are millimeters (mm), centimeters (cm), inches (in), points (pt) and pica (pc).</p>
Mark rows	Each second row of the report is highlighted to improve readability.
Fill rows	Highlighting of the row is continued until right page margin.
Font	Defines font and font size for headers and rows.
Sorting	Defines field by which the elements of the report are sorted.

3. Bestätigen Sie mit **OK**.



Note

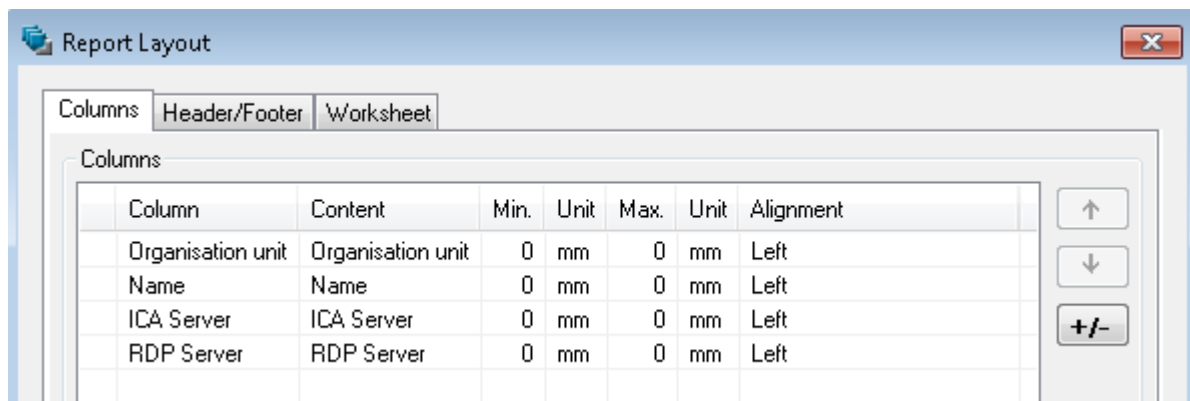
To run the report after you have modified the report layout, click . Only then, the report output is refreshed in the program window.

5.1.2. Merging columns

Under certain conditions it might be useful to merge columns.

Example

You have created a list of all ICA and RDP applications with their names, their assigned organization units and their server addresses...



... resulting in the following report:

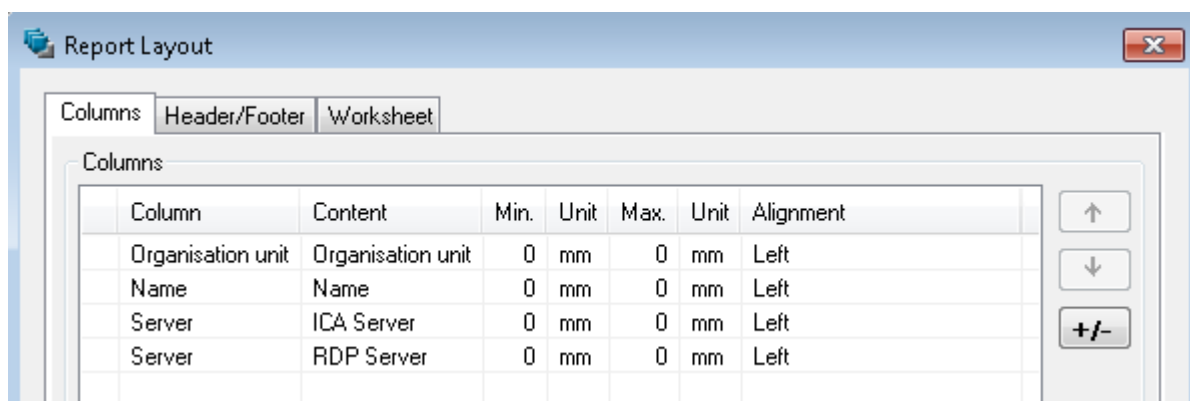
Organisation unit	Name	ICA Server	RDP Server
Unicon	RDP-Test		rdp-connection
Unicon	ICA-Test	ica-connection	

As only one of the fields **RPP Server** and **ICA Server** contain a value, the two fields can be merged.

Merging fields

- Define the same column title for both fields.

In the example, both titles can be changed to `Server`.



Both fields are assigned to one column. The value of the first column merged that is not empty is displayed:

Organisation unit	Name	Server
Unicon	RDP-Test	rdp-connection
Unicon	ICA-Test	ica-connection

5.1.3. Defining the page layout for print output

Before printing a report, check the page formatting to make sure the page breaks for multiple pages are correct.

You can define headers and footers that are shown on each page.

Defining headers and footers

1. In the **Report Layout**, on the **Header/Footer** tab, select **Show header** or **Show footer**.
2. Into the text boxes **Left text**, **Centered text** and **Right text**, type the text you want to show on each page, or select one or more fields from the dropdown list:

- Name of the report
- Page number
- Number of pages
- Date
- Time
- Number of items

You can insert more than one field and you can combine free text with fields.

Example: Created <Date>, <Time>

3. If required, click the ... button to specify the font and font size.

Defining page formats

1. On the **Worksheet** tab, under **Page size**, select a predefined page size and the page orientation **Portrait** or **Landscape**.
2. If you do not use one of the predefined page sizes, select **User-defined** to type in your individual page dimensions.
3. If required, under **Margins**, modify the predefined values for the margins.


The page layout settings affect direct printing and documents exported to PDF and Excel.

5.2. Report filter

Filtering helps you narrow down the result list pane to those objects matching the specified criteria. If you do not define a filter, all devices, OUs or applications are displayed when running the according report.



Note

Run the report by clicking clicking  after you have modified the filter definition. Only then, the report output is refreshed in the program window.

5.2.1. Report filter dialog

The report filter includes one or more filter expressions. Each filter expression has its own table row.

A filter expression is based on one of the fields that you have selected as columns in the **Report layout** dialog.

Operator	Not	[Column / Content	Compare	Value
AND			Creation date	>=	7/1/2017 2:23:27 PM
AND			Last contact	<	Today -5d

Legend to numbers

- 1 Logical operator AND | OR
Required for the second and further filter expressions
- 2 Optional, NOT reverses the logical value of the filter expression
- 3 Opening parenthesis (for closing parenthesis, see the logical operator field)
- 4 Field that has been added as column in the **Report layout** dialog

Legend to numbers

5 Comparison operator depending on field data type

=

<>

<

>

<=

>=

LIKE

LIKE compares two strings. You can use the following wildcard characters:

_ substitute for a single character

% substitute for zero or more characters

6 Value that matches the data type of the field


7 Functions for editing rows

Inserting, deleting and sorting table rows

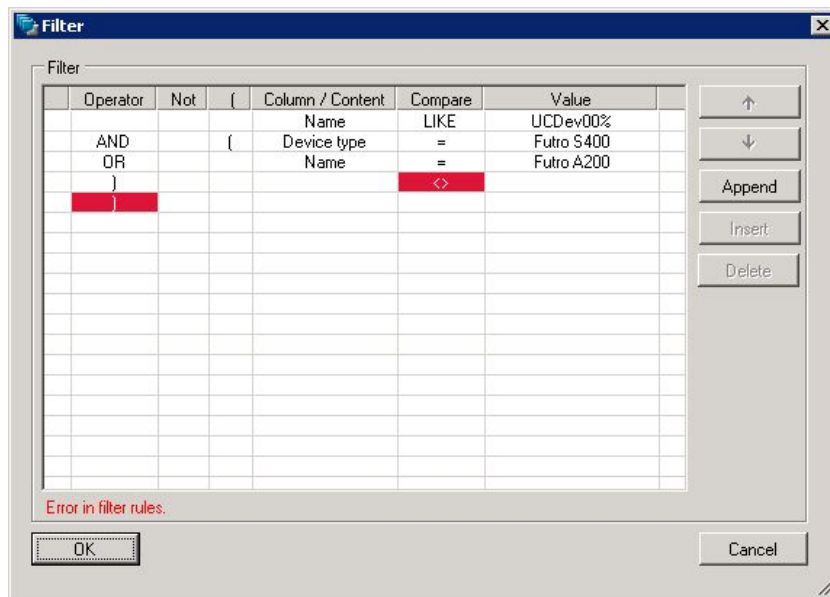
► Select a row and use one of the following buttons:

Button	Description
Append	Adds a new row. Alternatively, you can click into the next row.
Insert	Inserts a new row above the selected row.
Delete	Deletes the selected row.
↑ , ↓	Changes the order of the rows / filter expressions. Alternatively, use a drag-and-drop operation.

5.2.2. Defining filters

1. Select a report, and then click  **Filter** or click **Edit > Filter...**
2. In the **Report filter** dialog, define one or more filter expressions by specifying **column**, **comparison operator** and **value**. To define the column and operator, click the relevant cell and select an entry from the list. For further information, see [Report filter dialog](#).
3. If you define more than one filter expression, join the expressions by using one of the logical operators **AND** or **OR** in the first column. If required, use parentheses to determine the sequence of operation.
4. Confirm with **OK**.

The entries are checked and white spaces are removed. If there are any invalid entries, they are highlighted in red. The window can only be closed, if the filter definition is correct.



5. Run the report by clicking .

5.2.3. Special options for date fields

The value of a date field can be set to a fixed date and time. For Scout Enterprise Management Suite 15.1 and later versions, you can refer to relative time periods, alternatively:

- A period of time to be specified before or after the current day (**Today**)
- A specific weekday within the last week (**Weekday**)

If you work with relative time specifications such as –4d from today, you can run a report, let's say each Friday, and always get the results for the last four days without having to change the report definition.

The **Weekday** option refers to the last seven days. The reference to a weekday allows you to query the same time period or point in time with the same report definition every week.

- To define a date or time period for a date field, click in the table cell under **Value**.

Option	Description												
Date/Time	Fixed date and time												
Weekday	<p>If you select <code>Monday</code>, the value refers to the last Monday before the current day at 0:00 o' clock.</p> <p>Example:</p> <p>With <code>=Monday</code>, on a monday morning, you can show all IDF's of clients that have been updated automatically at the weekend - with status Monday at 0:00 o' clock.</p> <p>Example:</p> <p>With the expressions <code>> Monday AND < Tuesday</code> you will get results referring to the whole Monday (0:00 o' clock to 0:00 o' clock).</p>												
Today	<p>Time period relative to the current day, optionally including time</p> <table> <tr> <td>y</td><td>Years</td></tr> <tr> <td>m</td><td>Months</td></tr> <tr> <td>w</td><td>Weeks</td></tr> <tr> <td>d</td><td>Days</td></tr> <tr> <td>h</td><td>Hours</td></tr> <tr> <td>mm</td><td>Minutes</td></tr> </table> <p>Example:</p> <p><code>-4d</code> refers to the last four days before the current date</p>	y	Years	m	Months	w	Weeks	d	Days	h	Hours	mm	Minutes
y	Years												
m	Months												
w	Weeks												
d	Days												
h	Hours												
mm	Minutes												

6. Dynamic Client Groups

Dynamic Client Groups enable administrators to run cross-OU commands for freely definable device groups. For example, you can send a message to all devices with a specific image throughout the whole organization. Or you can run a BIOS update on all devices with a specific BIOS version, across all OUs. Even client relocation to another Scout Server can be applied to a Dynamic Client Group. The following features can be applied:

- Commands
- Configuration run
- Notifications for software deliveries or firmware updates
- Notifications for relocation

Dynamic Client Groups are based on reports created in the Scout Report Generator. The reports are exported to the Scout Console once, and from that point onward, are displayed as a **Dynamic Client Group**. Commands applicable to OUs or to individual devices can also be applied to Dynamic Client Groups.



Note

The report layout must include the Client identifier¹ or the MAC address², respectively. The report type must be a list of **Devices** or **Assets**.

For further information on defining Dynamic Client Groups, see [Creating Dynamic Client Groups](#) in the Scout Report Generator guide.

Dynamic Client Groups are displayed in the Scout Console in a special window and remain there for re-use until they are deleted. They can be updated any-time with a click.

User rights

When you create Dynamic Client Groups, the user access rights are respected as defined in the administrator management.

By default, executing commands and other functions on a Dynamic Device Group is subject to the object rights configured for the relevant devices and OUs.³ This can result in a function not being executed because at least one device does not have the required object rights. To avoid this, disable the check for the underlying object rights under **Security > Manage administrators > DCG rights**.

6.1. Creating Dynamic Client Groups

Creating Dynamic Client Groups consists of two steps that are carried out in Scout Report Generator:



¹from Scout Enterprise 15.10

²up to Scout Enterprise 5.9

³for Enterprise 15.1 and later versions

- Creating a report filtered by the desired properties
- Exporting the report as a Dynamic Client Group to the Scout Console

Creating a report as basis for a Dynamic Client Group

1. Select **File > New report...** or click the  **New report** button.
2. In the **New report** dialog, select the **Report type** `Create list of devices` or `Create list of asset entries` and confirm with **OK**.
3. For the selected report, on the toolbar, click the  **Layout** button to define the report layout.
In the **Report layout** dialog, on the **Columns** tab, choose those database fields you want to filter by.





Important

Make sure to include the **Client identifier**¹ field or the **MAC address**² field, respectively. This field is required for unambiguous identification of the devices.

Specify the desired layout properties.

For further information, see [Report layout](#).

4. For the selected report, on the toolbar, click the  **Filter** button and define the filter criteria.
Example: `OS version LIKE %4.8%` extracts all devices with an OS version 4.8 installed.
For further information, see [Report filter](#).

5. Run the report by clicking the  **Create report** button.
The report output is created and displayed on the right.
6. Save the report.

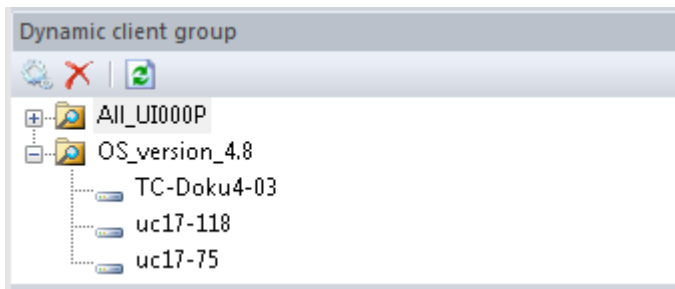
Exporting a report as Dynamic Client Group

1. Select the report that you want to export.
2. Click **Export > Dynamic Client Group...** to start data export to the Scout Console.

*The report is exported and provided as Dynamic Client Group in the Scout Console in the **Dynamic Client Groups** window. All available commands can be applied to the Dynamic Client Group.*

¹from Scout Scout Console 15.10

²up to Scout Scout Console 15.9



For further information, see [Using Dynamic Client Groups](#) in the **Scout Enterprise** guide.