InfraLicense® Administrators Manual



After browsing to the InfraLicense® server and authenticating, you will get the initial startup screen and then get sent to the *Software Licensing Homepage*.

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InfraLicense®

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InfraLicense® - What is it and what does it do?

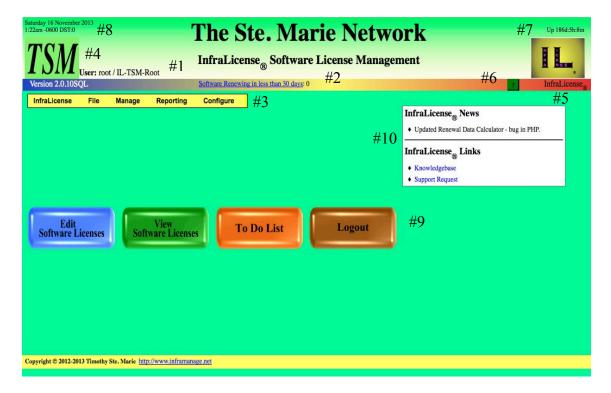


InfraLicense® is a Software License Management System for anyone that is in need of tracking software licenses, costs, renewals, copies, etc.

InfraLicense® provides the following:

- Location-based software license management
- Software license management includes:
 - o **Sites** (for multisite businesses)
 - o **FundTypes** (customizable fund types cash, PO, credit card, etc.)
 - Funds (customizable fund sources as in accounts or account numbers, cash, PO, MasterCard, etc.)
 - o Contacts (for notification)
 - ContactGroups (for grouping classes of Contacts)
 - o **Resellers** (where you purchased your software licenses)
 - o **TechSupport** (where you contact for assistance)
 - o Manufacturers (who made the software)
 - SoftwareTypes (customizable types operating system, backup software, Windows®, OSX®, SSL certificates, web-based licenses, etc.)
 - SoftwareClasses (customizable for classifying who/what the software is used for)
 - SoftwareLicenses (the actual software license itself with serial number information, keycodes, notification info, funding, classification, general notes and file attachments)
- Reporting
- To Do List

Software Licensing Homepage



The *Software Licensing Homepage* contains:

- #1 Logged-in username and Location
- #2 Status information about services running on the server
- #3 Main Menu
- #4 Company Logo
- #5 Product Name, also when mouseover shows support expiration date
- #6 Changes the state of mouseover help for the current screen
- #7 System uptime and size of logging partition
- #8 Date and time as well as Daylight Savings Time setting
- #9 Quick Buttons to commonly used items
- #10 Latest news for InfraLicense®

#1 - The Logged-in username is the person who authenticated to the InfraLicense® server. The username determines what the user can do on the system. The Location determines what overall company you are managing. Locations would be used for a software license management provider where you manage multiple customers.

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- **#2** The Status information indicates how many software licenses are going to renew in the next 30 days.
- #3 The drop-down menu for maneuvering through InfraLicense®.
- #4 The Company Logo is a .jpg file that the administrator, or anyone that has privileges, can upload to the system.
- #5 Product name and support expiration date of InfraLicense®.
- #6 Mouseover help button. Clicking on this changes whether mouseover help is on or off.
- #7 System uptime of the server and the size of the /var/log partition on the server.
- #8 Date and time as well as the Daylight Savings time setting on the server.
- #9 Quick buttons that take you directly to the most common items without having to maneuver the menu structure.
- #10 Latest news for InfraLicense®. This will changes as revisions of the software and patches are applied.

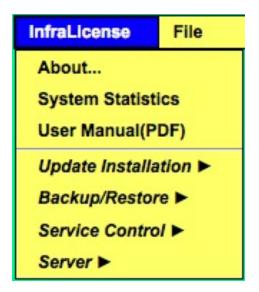
Main Menu

System Overview

InfraLicense	File	Manage	Reporting	Configure
IIIIIaLicelise	riie	manage	Keporting	Configure

The *Main Menu* is the first screen for all functions within InfraLicense®.

InfraLicense Menu



The *InfraLicense* menu contains options for:

- About... displays version information about InfraLicense®
- System Statistics displays performance and general system statistics
- User Manual(PDF) takes you to the http://www.InfraLicense site to download the user manual.
- Update Installation gives you options for the following:
 - o What is the latest version?
 - System Update via HTTP
 - o System Update via FTP
 - o Fix Permissions and Links
 - Database
 - ♣ Optimize the mySQL database
 - Repair mySQL Tables
 - Reset System to Factory Defaults

InfraLicense®

- Backup/Restore
 - Test Automatic Backup FTP Site used to verify that InfraLicense® can FTP the backup configuration to your FTP server
 - Work with Custom Files to Backup
 - Backup
 - ♣ Backup Database this will backup the mySQL database and attachments for software licenses.
 - Restore
 - ♣ Restore Database this will restore the mySQL database and attachments for software licenses
 - Restore System From Internal 5-day backup the system saves five days worth of backups on the hard drive so you can restore from point in time configurations
- Service Control
 - o PostFix
 - Restart Postfix
 - ♣ View PostFix Oueue
 - ♣ Flush PostFix Queue
 - ♣ View PostFix Mail Log
 - ♣ View PostFix main.cf Configuration File
 - ♣ Send Test Email based upon your system settings
- Server
 - o System Log
 - View Operational Log
 - Clear Operation Log
 - Shutdown/Restart
 - Cancel System Shutdown/Restart
 - Shutdown Server
 - Restart Server

File Menu



The *File Menu* contains options for:

- My Authorizations displays what my user id is allowed to do in InfraLicense®
- Change my password
- Logout of InfraLicense®

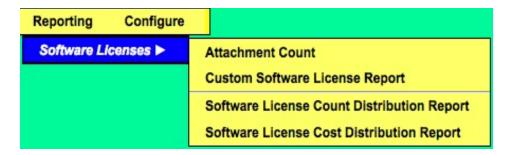
Manage Menu



The *Manage Menu* contains options for:

- Choose Location
- View Software Licenses
- Edit Software Licenses
- View Daily Renewal Email Log
- Clear Daily Renewal Email Log
- To Do List

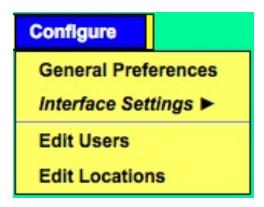
Reporting Menu



The *Reporting Menu* contains options for:

- Software Licenses
 - Attachment Count
 - Custom Software License Report
 - o Software License Count Distribution Report
 - Software License Cost Distribution Report

Configure Menu



The *Configure Menu* contains configuration tools for:

- General Preferences
 - SNMP Read-Only Community string used for monitoring this server with tools such as InfraManage.NET®
 - Attachment Path
 - System Backup Path
 - o Daily Automatic FTP of InfraLicense® configuration
 - o DNS Domain Name
 - Administrative Contact for system alerts
 - o SMTP Sender Name
 - o DNS Servers for InfraLicense®
 - Email SmartHost information for InfraLicense® (SmartHost for which DNS domain names, SmartHost Server and TCP Port for email sent to SmartHost). Used by system alerts and software license expiration notifications

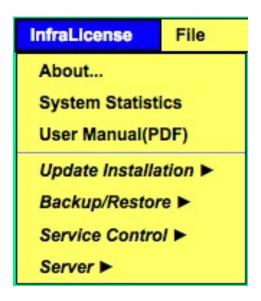
Interface Settings

Configure Interface Settings ➤ Appearance Edit Users Upload Custom Backgrounds (.jpg Only!) Edit Locations Upload Company Logo (watermark.jpg Only!)

- Interface Settings
 - Appearance
 - A Change the background to a .JPG
 - ♣ Change the background to a standard single color
 - Upload custom backgrounds for the web interface
 - Upload Company Logo this will place the company logo in the upper left corner of the web interface. It will also update the Nagios® homepage and display your company logo
- Edit Users
 - o Add/Remove/Modify Users and their privileges on the InfraLicense® server
- Edit Locations
 - o Add/Remove/Modify Locations on the InfraLicense® server

In-Depth -InfraLicense Menu

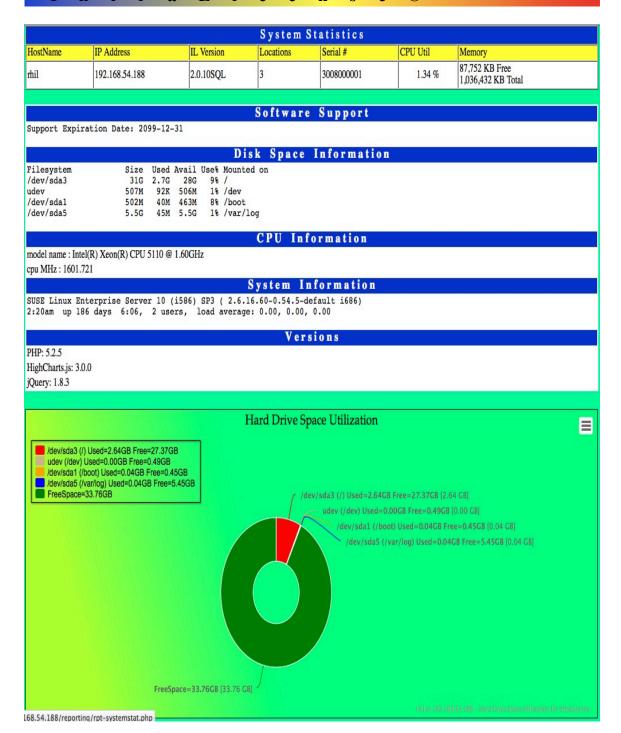
InfraLicense Menu



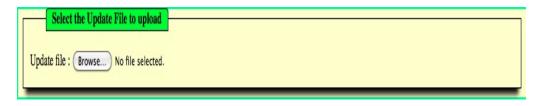
The menu items for the menu *InfraLicense* are:

- About...
 - o Details the history and fixes for InfraLicense®
- System Statistics
 - o Displays system name, IP address, version, RAM and hard drive space along with operating system version and computer information

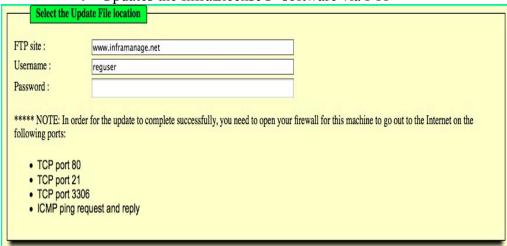
InfraLicense ®



- User Manual(PDF)
 - Takes you to the link to download this manual from http://www.inframanage.net
- Update Installation
 - What is the latest version?
 - ♣ Use this option to retrieve from the InfraLicense® website the latest version available.
 - System Update via HTTP
 - ♣ Updates the InfraLicense® software via HTTP. Select this to apply a system patch to the system. The filename can ONLY be ILUPDATER.ZIP and will be provided by InfraLicense®.



- System Update via FTP
 - ♣ Updates the InfraLicense® software via FTP



- o Fix Permissions and Links
 - This will repair Linux file system permissions and repair Apache and system symbolic links for InfraLicense®. Select this to put all file system permissions back to a known good setting. This will repair file system permissions, symbolic links, Apache configuration files, crontab settings, /etc/hosts file settings, php settings, logging directory settings, Postfix configuration and restarts the Postfix and Apache services. This takes about a minute to run after you have selected this option.
- o Database
 - Optimize mySQL Database
 - Runs a mySQL optimize against all mySQL tables and verifies that there are no unattached services-to-devices in the database. Doing a mouse-over on any of the tables will display information about the selected table.

Table Optimization Report	normation about the selected table.	
Table Name (Mouseover for status)	Optimized	
APPEARANCE	√	
ATTACHMENTS	Optimization Information for Table: APPEARANCE	
CLASSES	Table Type: Row Format: Dynamic	
CONTACTGROUPS	Rows: 3	
CONTACTS	Average Row Length: 33 Data Length: 100	
FUNDING	Max Data Length: 281474976710655 Index Length: 2048	
FUNDTYPES	Data Free: 0 Auto Increment:	
LOCATIONS	Create Time: 2013-05-13 22:38:17	
MANUFACTURERS	Update Time: 2013-07-11 16:30:32 Check Time: 2013-06-10 09:36:50	
PREFS	Create Options: Comment:	
RENEWALS	√	
RESELLERS	√	
SITES	√	
SOFTWARE	√	
SWTYPES	√	
TECHSUPPORT	√	
TODO	√	
USERS	√	
18 Tables		

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Repair mySQL Tables

• Runs a mySQL repair on selected tables in the database.



Select an individual table or *** ALL TABLES *** to run a

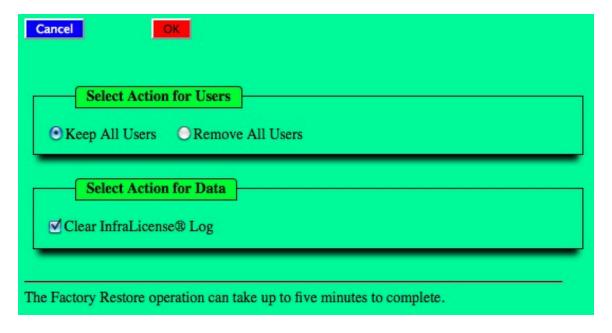
repair upon.

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The results are then displayed:

Table Repair Report			
Table Name	Before Repair Status	Repair Result	
APPEARANCE	OK	OK	
ATTACHMENTS	OK	OK	
CLASSES	OK	OK	
CONTACTGROUPS	OK	OK	
CONTACTS	OK	OK	
FUNDING	OK	OK	
FUNDTYPES	OK	OK	
LOCATIONS	OK	OK	
MANUFACTURERS	OK	OK	
PREFS	OK	OK	
RENEWALS	OK	OK	
RESELLERS	OK	OK	
SITES	OK	OK	
SOFTWARE	OK	OK	
SWTYPES	OK	OK	
TECHSUPPORT	OK	OK	
TODO	OK	OK	
USERS	OK	OK	
18 Table(s)	·	·	

- Reset to Factory Defaults
 - COMPLETELY WIPES YOUR SYSTEM AND PUTS IT BACK TO A DAY ONE DATABASE WITH NO DATA IN IT BE CAREFUL!!!



Select this to reset the mySQL database to factory settings. Select what you wish to do with the InfraLicense® Log.

If '*Remove All Users*' is selected the only user that will remain will be *root* with a default password of *password*.

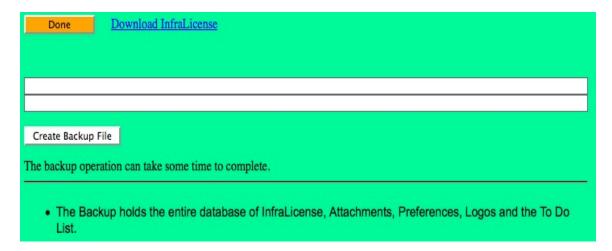
InfraLicense®

- Backup/Restore
 - o Test Automatic FTP Site
 - Will attempt to ftp to your defined FTP server under General Preferences to make sure your ftp server is working for backups.

Selecting *Test Automatic Backup FTP Site* will attempt to upload a test file to the FTP site (sql-testftp.php). You will get the results of the attempt so you can troubleshoot if FTP is working or not and where it was not successful.

- o Backup
 - Backup Database
 - Will backup the mySQL database and software attachments

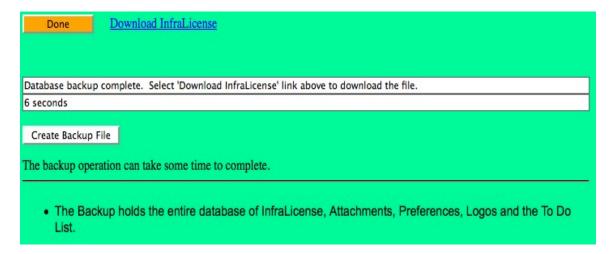
Backup Database



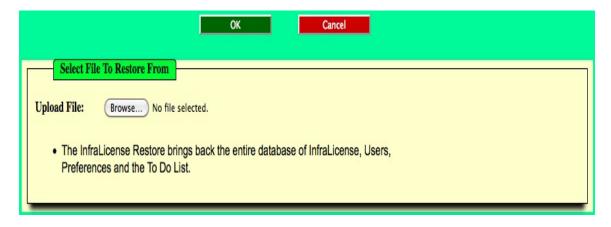
Select *Create Backup File* to begin the process. The backup can take some time to complete.

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Once you click on the *Create Backup File* button you will wait until the system displays that the backup is complete. Once it is complete you can download the backup to your computer of the mySQL database and the software files in a single compressed file.



Restore

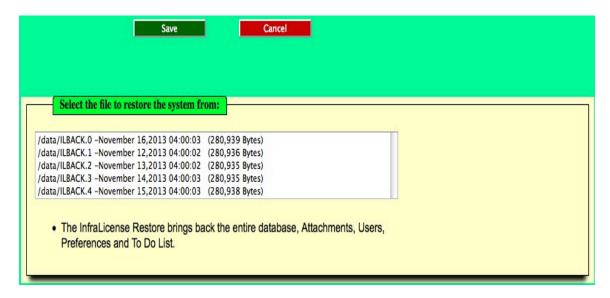


- o Restore
 - Restore Database
 - Restores the mySQL database and software attachments
 - Restore System from internal 5-day backup
 - Will restore the mySQL database and software attachments to the server from a selected internal 5-day backup set

Select this to restore the mySQL database and software attachments to the InfraLicense® server.

The filename to upload must be **tsm.sql.gz** when you select the file to use for the restoration. Once you select **OK** the system will be restored starting in about a minute.

Restore System From Internal 5-day backup



Select this to restore the entire system from the internal 5-day backup. You will be prompted for which file to restore from by date. This will restore the mySQL database and software attachments. Once you select *OK* the system begins the restoration starting in about a minute.

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- Service Control
 - Postfix
 - Restart PostFix
 - ♣ View Postfix Queue
 - View emails waiting to be sent by the server
 - Flush Postfix Queue
 - Clear the email queue of emails waiting to be sent by the server
 - ♣ View PostFix Mail Log
 - ♣ View Postfix main.cf Configuration File
 - ♣ Send Test Email
 - Will send a test email to ensure that you can receive an alert from InfraLicense®
- Server
 - System Log
 - ♣ View Operational Log
 - Views the log of what InfraLicense® is doing
 - Clear Operational Log
 - Shutdown/Restart
 - Cancel a Shutdown/Restart request (provided the system hasn't already started the process., takes less than 60 seconds for the system to respond to a Shutdown or Restart request, so if you wait too long the system will probably already start your request and there is no way to cancel it once the Shutdown or Restart begins.)
 - Shutdown the InfraLicense® server
 - Restart the InfraLicense® server

All of the tasks in the *Service Control* area take about 60 seconds to perform since they are simply executed via the Linux cron daemon.

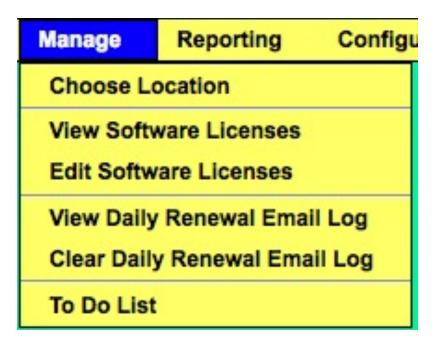
In-Depth -File Menu



The menu items for the menu File are:

- My Authorizations
 - o Displays what privileges you have in InfraLicense®
- Change my password
 - o Prompts you to change your password
- Logout
 - o Will log you out of InfraLicense®

In-Depth - Manage Menu

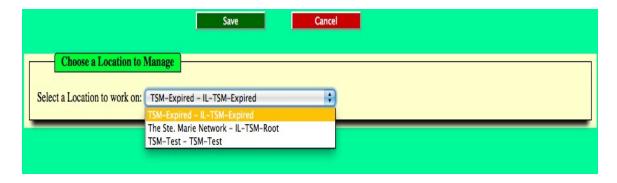


The menu items for the *Manage Menu* are:

- Choose Location
- View Software Licenses
- Edit Software Licenses
- View Daily Renewal Email Log
- Clear Daily Renewal Email Log
- To Do List



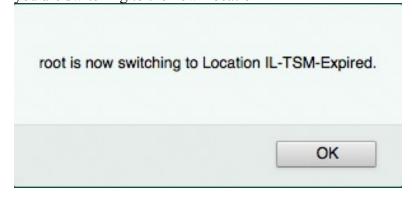
Choose Location



The *Choose Location* option gives you the option to select which Location to manage. The drop-down will only display Locations that you have privileges to see.

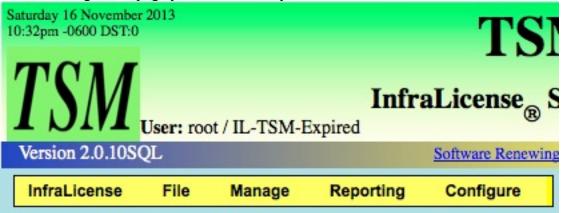
The user must have '*Choose Locations*' privileges to be able to switch Locations.

When you have selected your Location and hit Save you will receive an alert stating that you are switching to the new Location

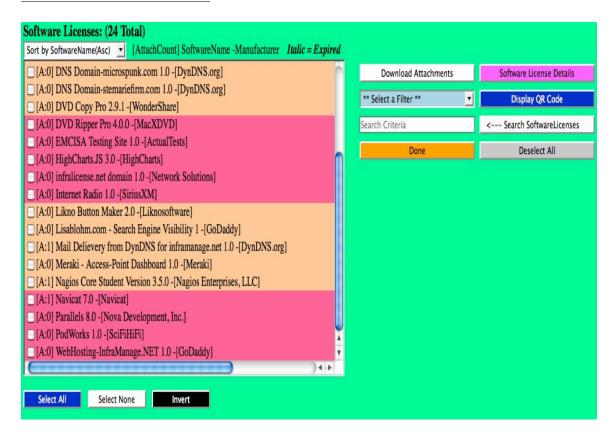




In the heading of the page you will see that your Location is now different.



View Software Licenses



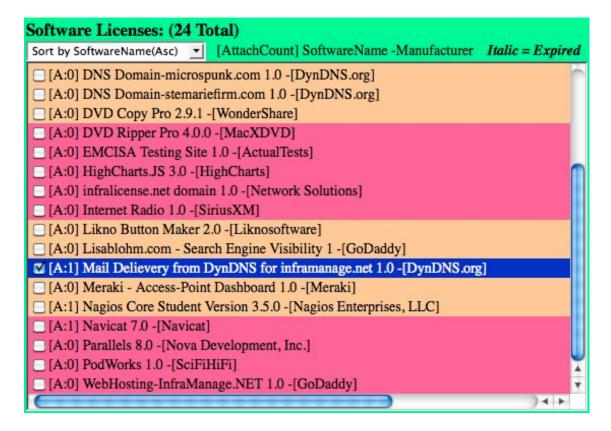
View Software Licenses allows you to view/search/filter your software licenses.

The options for *View Software Licenses* are:

- Download Attachments
- Software License Details
- Select a Filter
- Display QR Code
- Search for licenses
- Done
- Deselect All

Download Attachments

Click on the Software License you wish to download attachments for then click on the **Download Attachments** button. Software Licenses that have attachments will have a number greater than zero next to the **[A:x]** text of the software license.



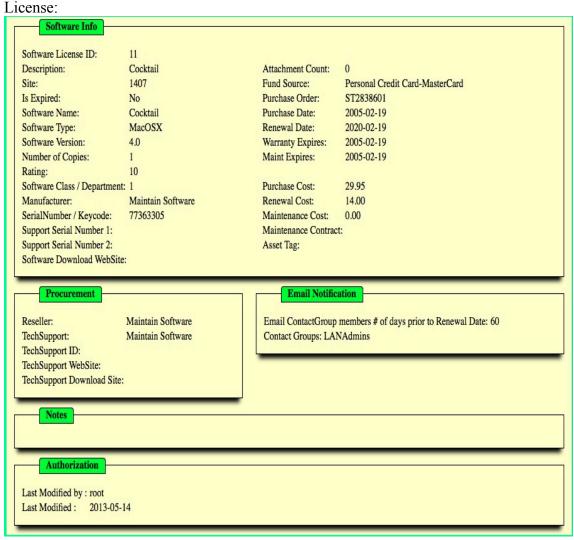
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Once you click *Download Attachments* you will be taken to the Manage Software License Attachments screen where you can select the attachment(s) you wish to download.



Software License Details

Click on the Software License you wish to display details for then click on the *Software License Details* button. You will see the information about the selected Software



Reseller Details

Click on the Software License you wish to display Reseller details for then click on the *Reseller Details* button. You will see the information about the selected Software License:

Location: IL-TSM-Root

InfraLicense® for The Ste. Marie Network Reseller "Maintain Software" Details

- Reseller Information
 - o Software License Count: 1
 - o Reseller Name: Maintain Software
 - Reseller Contact:
 - Reseller Phone:
 - Reseller ID:
 - o Reseller Email: sales@macosxcocktail.com
 - o Reseller WebSite: http://www.maintain.se
 - o Reseller Notes: Box 235, 17823 Ekero, Sweden
- Access
 - o Last Modified by: root
 - o Last Modified Date: 2013-05-14

TechSupport Details

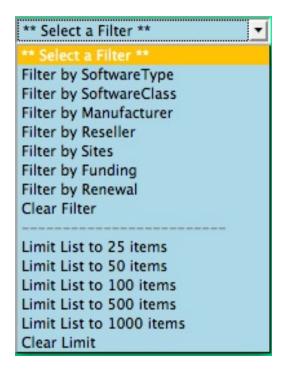
Click on the Software License you wish to display TechSupport details for then click on the *TechSupport Details* button. You will see the information about the selected Software License:

Location: IL-TSM-Root

InfraLicense_® for The Ste. Marie Network TechSupport "Maintain Software" Details

- TechSupport Information
 - o Software License Count: 1
 - o TechSupport Name: Maintain Software
 - TechSupport Contact:
 - o TechSupport Phone:
 - · TechSupport Email:
 - o TechSupport Notes:
- Access
 - · Last Modified by: root
 - o Last Modified Date: 2013-05-01

Software License Filtering



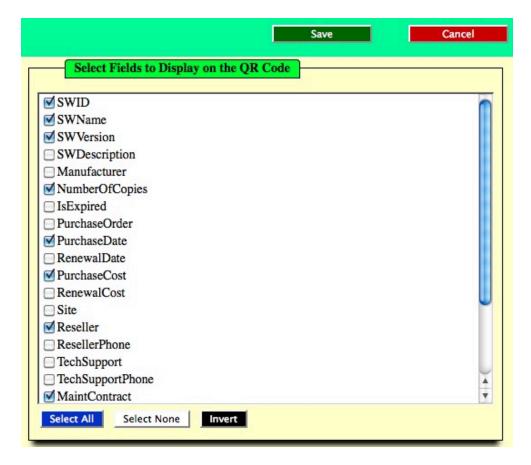
Use the ** Select a Filter ** drop-down to bring the list down to a manageable size to work with.

Each of the items in the drop-down are pretty much self-explanatory.

The *Filter by Renewal* is the only item that does not require user input. It will simply display the Software Licenses that are up for renewal (within the next 30 days).

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Display QR Code



Select the fields you wish to display in the QR code and click Save.

ID:11

Name:Cocktail

Version:4.0

Copies:1

PurchaseDate:2005-02-19

Cost:29.95

Reseller: Maintain Software

MaintContract: S/N:77363305

AssetTag:

SupportS/N1:



A view of the contents in text form appear on the left side of the screen along with the QR code for the selected Software License.

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Searching Software Licenses



Use the Search Criteria input box to key in text you wish to search for. This will search across the fields of:

- Name
- Version
- Purchase Order

When you have completed entering the text in the *Search Criteria* input box, click on the *Search SoftwareLicenses* button to execute the search. Your listing of Software Licenses will automatically get filtered down to the matching criteria.

Clicking on the *Done* button will take you back to the homepage. Clicking on the *Deselect All* button will simply deselect all checkmarked Software Licenses.

Edit Software Licenses



Edit Software Licenses is where you can enter in your Softare Licenses that you own.

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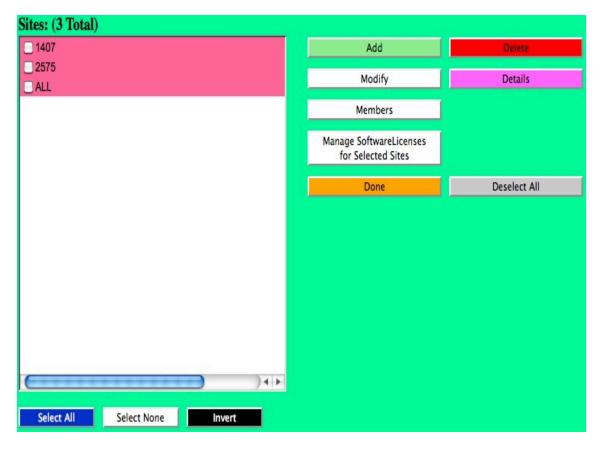
At the Edit Software Licenses *Description* page, you are shown the information about what items do and their purpose along with some basic example information. For the most part, if you simply want to get started quickly, you can jump right to the *SoftwareLicenses* link and start entering licenses. The data entry form for *SoftwareLicenses* provides the capability to add/modify any of the items from *Sites* to *SoftwareClasses* without having to exit the data entry screen of the Software License.

The options for *Edit Software Licenses* are:

- Sites Geographical/Operational/Logical delineation of ownership
- FundTypes Cash, CreditCard, GiftCard, etc. All fully customizable names
- *Funds* Account numbers, CreditCards, Cash, Purchase Order, etc. All fully customizable names
- *Contacts* Who and how to contact for renewal notifications
- *ContactGroups* Grouping of contacts for renewal notifications
- Resellers Where the Software License was purchased
- *TechSupport* Where to get technical support for the software
- *Manufacturers* Who manufactured the software
- **Software Types** Typically, this is the operating system the software runs on. All fully customizable names
- **Software Classes** Classification of what the software is used for. Manufacturing, accounting, production, etc. All fully customizable names
- **SoftwareLicenses** The actual software license itself. Encompasses all previous items in a single data entry screen

Note: The user who is logged-in to the site must have privileges to do these tasks. If they have not been given privileges then they will get an alert stating they don't have privileges to perform the given task.

Sites



Sites are a way of assigning ownership of a Software License. As an example, you could create a site for the Accounting department, Maintenance department, Engineering, Sales, etc. It is not to be confused with Locations. Locations would be more like managing different customers software licenses. You can generate a report of the usage on the Sites with totals and what Software Licenses are members of those Sites.

The options for *Sites* are:

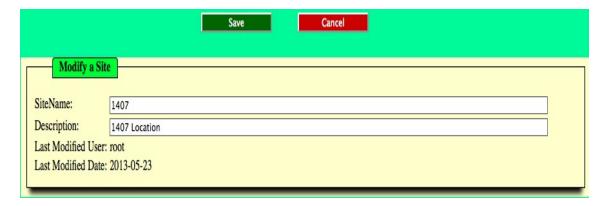
- Add Sites
- Delete Sites
- Modify Sites
- Site Details
- Site Membership
- Manage SoftwareLicenses for Selected Sites
- Done
- Deselect All

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Note: The user who is logged-in to the Location must have privileges to do these tasks. If they have not been given privileges then they will get an alert stating they don't have privileges to perform the given task.



Add/Modify Sites



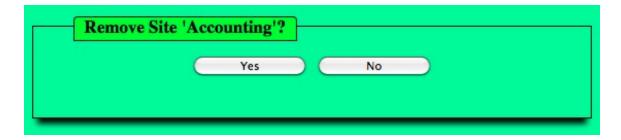
To Add or Modify a Site click on the *Add* button or select a site and click on *Modify*, respectively. Enter in a Site name and a description and click *Save*.

Delete Site

To delete a Site, select a Site and click on *Delete*. If the Site is in use you will receive a popup denoting that the Site is in use.



Otherwise, you will be prompted as to whether you wish to remove the selected Site:



You will then be alerted that the Site has been removed.



Site Details

InfraLicense® for The Ste. Marie Network

Site "1407" Details

• Site Information

• Software License Count: 22

• Site Name: 1407

• Site Description: 1407 Location

• Access

• Last Modified by: root

• Last Modified Date: 2013-05-23

To view the details of a Site, highlight a Site and click on the *Details* button. You will get a popup window with the Site information. The screen will show you the Location as well as the Site information.

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Site Members

Software by Site '2575'									
Software	Version	Туре	Manufacturer	Rating	Class	SW Serial Number	SW Asset Tag	Modified	Modified By
Cocktail	4.0	MacOSX	Maintain Software	10	ALL	77363305		2013-12-01	root
Likno Button Maker	2.0	Windows-Any Version	Liknosoftware	10	ALL			2013-12-01	root
Total Software Licenses:		2							

To view the membership list of a Site, highlight a Site and click on the *Members* button. You will get a report with the members and a total.

InfraLicense ®

Manage SoftwareLicenses for Selected Sites

To manage Software Licenses only for a certain set of Sites, highlight the Sites you wish to manage Software Licenses for and click *Manage SoftwareLicenses for Selected Sites*. You will be taken to the SoftwareLicenses management screen with the Site filter enabled for your selected Sites.

FundTypes



FundTypes are a way of assigning Funds to a generic payment source. As an example, you can create a **FundType** named **Credit Card** and then assign multiple types of **Funds** to this **Credit Card** type, i.e., MasterCard, Visa, American Express would be assigned a **FundType** of **Credit Card**.

The options for *FundTypes* are:

- Add FundTypes
- Delete FundTypes
- Modify FundTypes
- FundType Details
- FundType Membership
- Done
- Deselect All

Note: The user who is logged-in to the Location must have privileges to do these tasks. If they have not been given privileges then they will get an alert stating they don't have privileges to perform the given task.



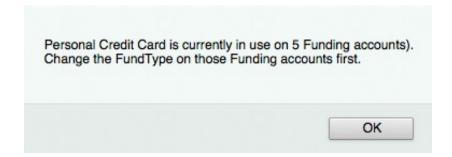
Add/Modify FundTypes



To Add or Modify a FundType click on the *Add* button or select a FundType and click on *Modify*, respectively. Enter in a FundType name and click *Save*.

Delete FundTypes

To delete a FundType, select a FundType and click on *Delete*. If the FundType is in use you will receive a popup denoting that the FundType is in use.



Otherwise, you will be prompted as to whether you wish to remove the selected FundType:



You will then be alerted that the FundType has been removed.

FreeCash has been removed from the table FUNDTYPES.

FundType Details

InfraLicense® for The Ste. Marie Network

FundType "Company Credit Card" Details

• FundType Information

• Funding Count: 3

• Fund Type: Company Credit Card

• Access

• Last Modified by: root

• Last Modified Date: 2013-05-21

To view the details of a FundType, highlight a FundType and click on the *Details* button. You will get a popup window with the FundType information. The screen will show you the Location as well as the FundType information.

FundType Members

Funding Accounts using FundType 'Company Credit Card'								
Fund	Modified	Modified By						
Company Credit Card-AmericanExpress	2013-05-21	root						
Company Credit Card-MasterCard	2013-05-21	root						
Company Credit Card-VISA	2013-05-21	root						
Total Funding Accounts:3								

To view the membership list of a FundType, highlight a FundType and click on the *Members* button. You will get a report with the Funds that the FundTypes are members of and a total.

Funds



Funds are a way of managing how SoftwareLicenses were paid for. As an example, you can create a Fund named **Personal Credit Card-American Express** or **Company Credit Card-Visa0255**, etc. You can generate a report of the usage on the Funds with totals and what SoftwareLicenses were paid for by those Funds.

The options for *Funds* are:

- Add Funds
- Delete Funds
- Modify Funds
- Fund Details
- Fund Membership
- Manage SoftwareLicense for Selected Funds
- Done
- Deselect All

Note: The user who is logged-in to the Location must have privileges to do these tasks. If they have not been given privileges then they will get an alert stating they don't have privileges to perform the given task.



Add/Modify Funds



To Add or Modify a Fund click on the *Add* button or select a Fund and click on *Modify*, respectively. Enter in a Fund name, FundType and Fund Description and click *Save*.



Delete Funds

To delete a Fund, select a Fund and click on *Delete*. If the Fund is in use you will receive a popup denoting that the Fund is in use.



Otherwise, you will be prompted as to whether you wish to remove the selected Fund:



You will then be alerted that the Fund has been removed.

CreditCard-Visa-0255 has been removed from the table FUNDING.

Fund Details

Location: IL-TSM-Root

InfraLicense® for The Ste. Marie Network

Fund "Personal Credit Card-MasterCard" Details

- Fund Information
 - o Software License Count: 21
 - o Fund Name: Personal Credit Card-MasterCard
 - o Fund Type: Personal Credit Card
 - o Fund Description: Personal Credit Card-MasterCard
- Access
 - o Last Modified by: root
 - o Last Modified Date: 2013-05-21

To view the details of a Fund, highlight a Fund and click on the *Details* button. You will get a popup window with the Fund information. The screen will show you the Location as well as the Fund information.

Fund Members

Software by Fund 'Personal Credit Card-VISA'									
Software	Version	Туре	Manufacturer	Rating	Class	SW Serial Number	SW Asset Tag	Modified	Modified By
infralicense.net domain	1.0	DomainNames	Network Solutions	10	ALL			2013-09-21	root
Total Software Licenses:		1							

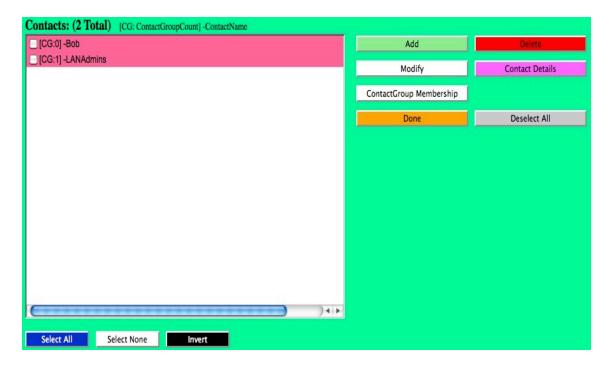
To view the membership list of a Fund, highlight a Fund and click on the *Members* button. You will get a report with of the Software Licenses that use the selected Fund and a total.

InfraLicense ®

Manage SoftwareLicenses for Selected Funds

To manage Software Licenses only for a certain set of Funds, highlight the Funds you wish to manage Software Licenses for and click *Manage SoftwareLicenses for Selected Funds*. You will be taken to the SoftwareLicenses management screen with the Fund Filter enabled for your selected Funds.

Contacts



Contacts are a way of managing who will be notified when a Software License is coming due for payment/renewal. Contacts are then put into ContactGroups to make it easy to manage who is supposed to get notified with a large number of SoftwareLicenses. As an example, you can create a Contact and put them in an Accounting ContactGroup, but if the person moves out of the Accouting group, you will be able to easily just remove them from that group without having to go and modify every individual Software License that they would get notified for.

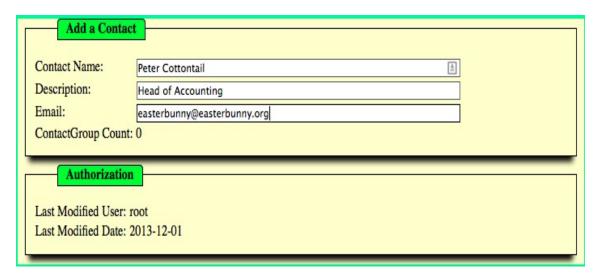
The options for *Contacts* are:

- Add Contact
- Delete Contact
- Modify Contact
- Contact Details
- ContactGroup Membership
- Done
- Deselect All

Note: The user who is logged-in to the Location must have privileges to do these tasks. If they have not been given privileges then they will get an alert stating they don't have privileges to perform the given task.



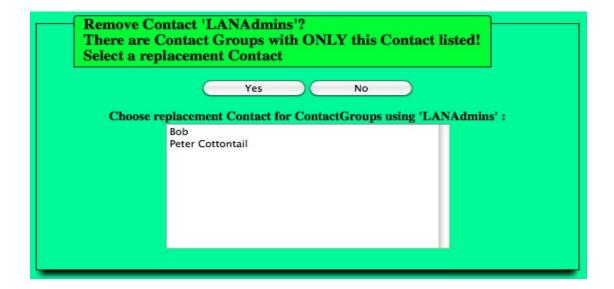
Add/Modify Contacts

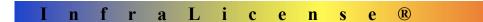


To Add or Modify a Contact click on the *Add* button or select a Contact and click on *Modify*, respectively. Enter in a Contact name, Description and Email address for notification of Software License renewals and click *Save*.

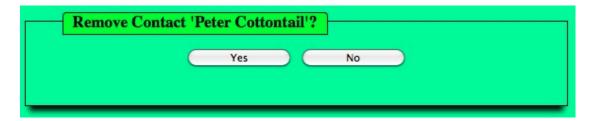
Delete Contact

To delete a Contact, select a Contact and click on *Delete*. If the Contact is in use you will receive a popup asking you how to proceed:





Otherwise, you will be prompted as to whether you wish to remove the selected Contact:



You will then be alerted that the Contact has been removed.



Contact Details

Location: IL-TSM-Root

InfraLicense® for The Ste. Marie Network

Contact "LANAdmins" Details

· Description: TSM

. Email: tim@stemariefirm.com

. # of ContactGroups: 1

. Last Modified by: root

• Last Modified Date: 2013-11-17

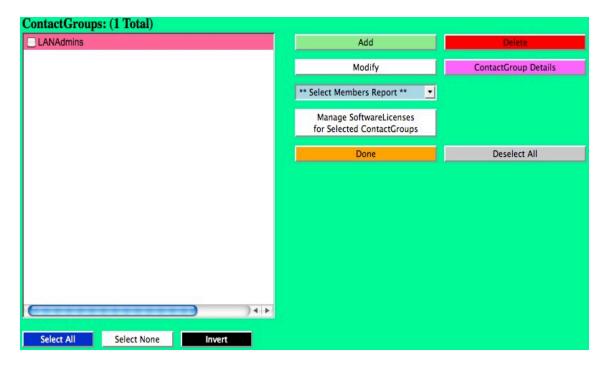
To view the details of a Contact, highlight a Contact and click on the *Details* button. You will get a popup window with the Contact information. The screen will show you the Location as well as the Contact information.

ContactGroup Membership

ContactGroups having Member 'LANAdmins'							
ContactGroup	Members	Last Modified User	Last Modified Date				
LANAdmins	LANAdmins	root	2013-11-17				
Total ContactGroups:	1						

To view the membership list of a Contact, highlight a Contact and click on the *Members* button. You will get a report with the ContactGroups that the selected Contact is a member of and a total.

ContactGroups



ContactGroups are a way of managing who receives notifications for SoftwareLicenses that are renewing. ContactGroups allow you to put multiple Contacts into a single grouping. ContactGroups ease management of renewals, especially in the case where a person leaves a department and no longer needs to be notified of renewals. With a ContactGroup, you can simply remove them from the grouping and they are automatically removed from all Software Licenses that the ContactGroup is a member of.

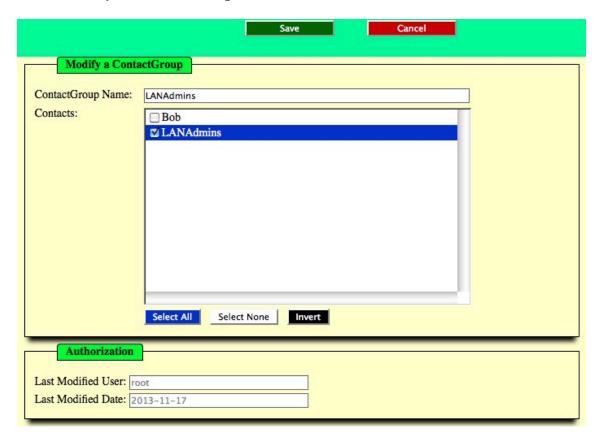
The options for *ContactGroups* are:

- Add ContactGroups
- Delete ContactGroups
- Modify ContactGroups
- ContactGroups Details
- Select Members Report
 - o Members Contacts
 - Members Software Licenses
- Manage SoftwareLicense for Selected ContactGroups
- Done
- Deselect All

InfraLicense ®

Note: The user who is logged-in to the Location must have privileges to do these tasks. If they have not been given privileges then they will get an alert stating they don't have privileges to perform the given task.

Add/Modify ContactGroups



To Add or Modify a ContactGroup click on the *Add* button or select a ContactGroup and click on *Modify*, respectively. Enter in a ContactGroup name and select the Contacts that should be a member of this grouping and click *Save*.

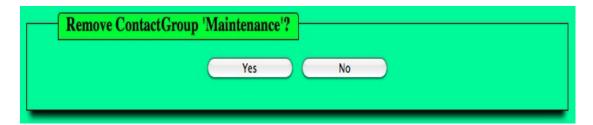


Delete ContactGroups

To delete a ContactGroup, select a ContactGroup and click on *Delete*. If the ContactGroup is in use you will receive a popup denoting that the ContactGroup is in use and how you would like to proceed.



Otherwise, you will be prompted as to whether you wish to remove the selected ContactGroup:



You will then be alerted that the ContactGroup has been removed.

There were no entries in the SOFTWARE table for Maintenance.
Maintenance was removed from the CONTACTGROUPS table
and the SOFTWARE table was updated for ContactGroups.

ContactGroup Details

Location: IL-TSM-Root

InfraLicense® for The Ste. Marie Network

Contact Group "LANAdmins" Details

Software License Count: 1
 Members: LANAdmins

· Last Modified by: root

• Last Modified Date: 2013-11-17

To view the details of a ContactGroup, highlight a ContactGroup and click on the *Details* button. You will get a popup window with the ContactGroup information. The screen will show you the Location as well as the ContactGroup information.

ContactGroup Members

Members – Contacts Report

ContactGroup 'LANAdmins' Members								
ContactGroup Name	Members	Last Modified						
LANAdmins	LANAdmins	root on 2013-11-17						
Total Contacts:	1							

This report will show the members of the selected ContactGroup.

Members – Software Licenses Report

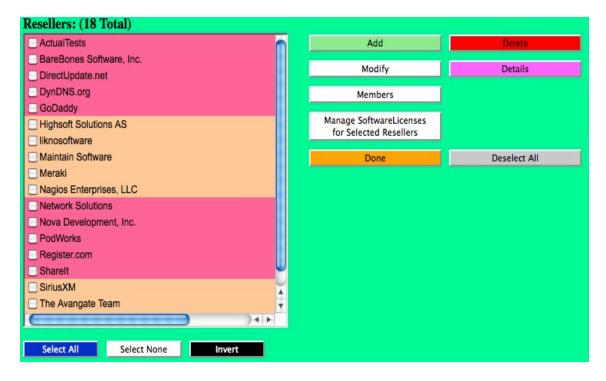
ContactGroup 'LANAdmins' Members									
Software ID	Software Description	Software Name	Software Version						
1	WebHosting-InfraManage.NET	WebHosting-InfraManage.NET	1.0						
2	HighChartsJS	HighCharts.JS	3.0						
3	Likno Button Maker	Likno Button Maker	2.0						
4	DNS Domain-stemariefirm.com	DNS Domain-stemariefirm.com	1.0						
5	DNS Domain-microspunk.com	DNS Domain-microspunk.com	1.0						
6	DNS Domain-inframanage.net	DNS Domain-inframanage.net	1.0						
7	DNS Domain-lisablohm.com	DNS Domain-lisablohm.com	1.0						
8	DNS Domain-microsparc.com	DNS Domain-microsparc.com	1.0						
9	EMCISA Testing Site	EMCISA Testing Site	1.0						
10	BBEdit	BBEdit	7.0						
11	Cocktail	Cocktail	4.0						
12	DVD Copy Pro	DVD Copy Pro	2.9.1						
13	DVD Ripper Pro	DVD Ripper Pro	4.0.0						
25	Mail Delivery for inframanage.net	Mail Delievery from DynDNS for inframanage.net	1.0						
15	Navicat	Navicat	7.0						
16	Parallels	Parallels	8.0						
17	PodWorks	PodWorks	1.0						
18	DirectUpdate	DirectUpdate	4.6.0						
19	Meraki - Access-Point Dashboard	Meraki - Access-Point Dashboard	1.0						
20	Internet Radio	Internet Radio	1.0						
26	infralicense.net	infralicense.net domain	1.0						
27	Business Website Builder-lisablohm.com	Business Website Builder-lisablohm.com	1.0						
28	Lisablohm.com - Search Engine Visibility	Lisablohm.com - Search Engine Visibility	1						
29	Nagios Core Student Version	Nagios Core Student Version	3.5.0						
Total Software Licenses:	24								

This report shows the Software Licenses that have the selected ContactGroup as a member.

Manage SoftwareLicenses for Selected ContactGroups

To manage Software Licenses only for a certain set of ContactGroups, highlight the ContactGroups you wish to manage Software Licenses for and click *Manage SoftwareLicenses for Selected ContactGroups*. You will be taken to the SoftwareLicenses management screen with the ContactGroup Filter enabled for your selected ContactGroups.

Resellers



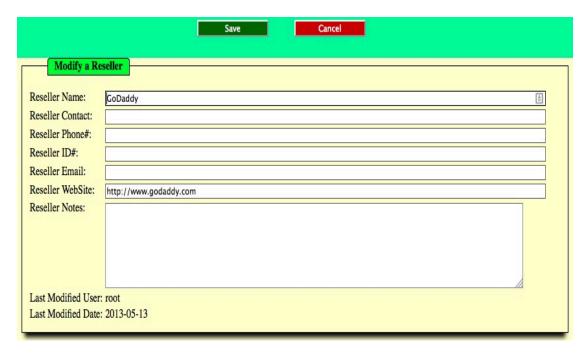
Resellers are the vendors where your Software Licenses were purchased. You can generate a report of the usage on the Resellers with totals and what SoftwareLicenses were purchased from those Resellers.

The options for *Resellers* are:

- Add Resellers
- Delete Resellers
- Modify Resellers
- Reseller Details
- Reseller Membership
- Manage SoftwareLicense for Selected Resellers
- Done
- Deselect All

Note: The user who is logged-in to the Location must have privileges to do these tasks. If they have not been given privileges then they will get an alert stating they don't have privileges to perform the given task.

Add/Modify Resellers



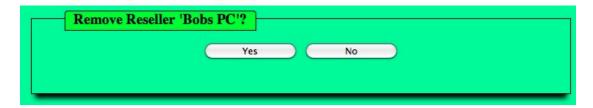
To Add or Modify a Reseller click on the *Add* button or select a Reseller and click on *Modify*, respectively. Enter in the information for the Reseller. Minimally, you simply need a name. All other fields are optional. The more information you can provide, the more valuable InfraLicense® will be when it comes time to renew Software Licenses. When you are done, click *Save*.

Delete Resellers

To delete a Reseller, select a Reseller and click on *Delete*. If the Reseller is in use you will receive a popup denoting that the Reseller is in use.



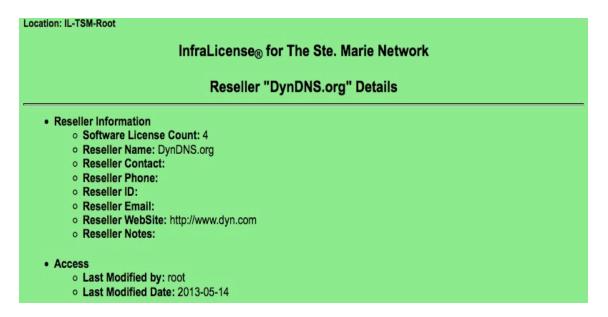
Otherwise, you will be prompted as to whether you wish to remove the selected Reseller:



You will then be alerted that the Reseller has been removed.

Bobs PC has been removed from the table RESELLERS.

Reseller Details



To view the details of a Reseller, highlight a Reseller and click on the *Details* button. You will get a popup window with the Reseller information. The screen will show you the Location as well as the Reseller information.

Reseller Members

Software by Reseller 'GoDaddy'										
Software	Version	Туре	Manufacturer	Rating	Class	SW Serial Number	SW Asset Tag	Modified	Modified By	
Business Website Builder-lisablohm.com	1.0	Web-Based	GoDaddy	10	ALL			2013-10-02	root	
DNS Domain-microsparc.com	1.0	DomainNames	GoDaddy	10	ALL			2013-05-14	root	
Lisablohm.com - Search Engine Visibility	1	Web-Based	GoDaddy	10	ALL			2013-10-02	root	
WebHosting-InfraManage.NET	1.0	Web-Based	GoDaddy	10	ALL			2013-05-14	root	
Total Software Licenses: 4										

To view the Software License membership list of a Reseller, highlight a Reseller and click on the *Members* button. You will get a report of the Software Licenses that have the selected Reseller as a member along with a total.

Manage SoftwareLicenses for Selected Resellers

To manage Software Licenses only for a certain set of Resellers, highlight the Resellers you wish to manage Software Licenses for and click *Manage SoftwareLicenses for Selected Resellers*. You will be taken to the SoftwareLicenses management screen with the Reseller Filter enabled for your selected Resellers.

TechSupport



TechSupport are the vendors where you receive technical support from. You can generate a report of the usage on the TechSupport providers with totals and what SoftwareLicenses have the selected TechSupport providers.

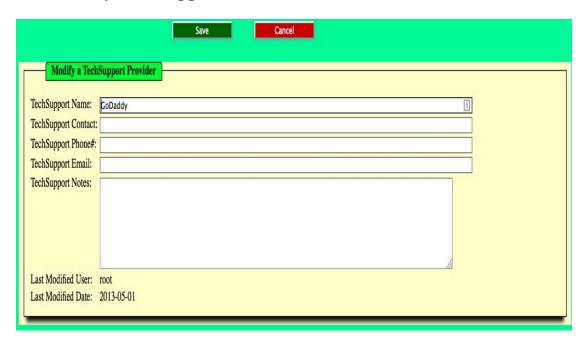
The options for *TechSupport* are:

- Add TechSupport providers
- Delete TechSupport providers
- Modify TechSupport providers
- TechSupport provider Details
- TechSupport provider Membership
- Manage SoftwareLicense for Selected TechSupport Providers
- Done
- Deselect All

Note: The user who is logged-in to the Location must have privileges to do these tasks. If they have not been given privileges then they will get an alert stating they don't have privileges to perform the given task.



Add/Modify TechSupport



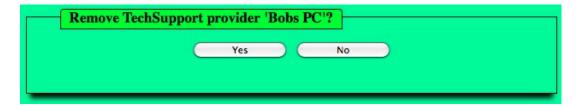
To Add or Modify a TechSupport provider click on the *Add* button or select a TechSupport provider and click on *Modify*, respectively. Enter in the information for the TechSupport provider. Minimally, you simply need a name. All other fields are optional. The more information you can provide, the more valuable InfraLicense® will be when it comes time to get technical support on Software Licenses. When you are done, click *Save*.

Delete TechSupport

To delete a TechSupport provider, select a TechSupport provider and click on *Delete*. If the TechSupport provider is in use you will receive a popup denoting that the TechSupport provider is in use.



Otherwise, you will be prompted as to whether you wish to remove the selected TechSupport provider:



You will then be alerted that the TechSupport provider has been removed.



TechSupport Details

InfraLicense® for The Ste. Marie Network

TechSupport "GoDaddy" Details

• TechSupport Information

• Software License Count: 4

• TechSupport Name: GoDaddy

• TechSupport Contact:

• TechSupport Phone:

• TechSupport Email:

• TechSupport Notes:

• Access

• Last Modified by: root

• Last Modified Date: 2013-05-01

To view the details of a TechSupport provider, highlight a TechSupport provider and click on the *Details* button. You will get a popup window with the TechSupport provider information. The screen will show you the Location as well as the TechSupport provider information.

TechSupport Members

Software by TechSupport Provider 'GoDaddy'										
Software	Version	Туре	Manufacturer	Rating	Class	SW Serial Number	SW Asset Tag	Modified	Modified By	
Business Website Builder-lisablohm.com	1.0	Web-Based	GoDaddy	10	ALL			2013-10-02	root	
DNS Domain-microsparc.com	1.0	DomainNames	GoDaddy	10	ALL			2013-05-14	root	
Lisablohm.com - Search Engine Visibility	1	Web-Based	GoDaddy	10	ALL			2013-10-02	root	
WebHosting-InfraManage.NET	1.0	Web-Based	GoDaddy	10	ALL			2013-05-14	root	
Total Software Licenses: 4										

To view the Software License membership list of a TechSupport provider, highlight a TechSupport provider and click on the *Members* button. You will get a report of the Software Licenses that have the selected TechSupport provider as a member along with a total.

Manage SoftwareLicenses for Selected TechSupport Providers

To manage Software Licenses only for a certain set of TechSupport providers, highlight the TechSupport provider you wish to manage Software Licenses for and click *Manage SoftwareLicenses for Selected TechSupport Providers*. You will be taken to the SoftwareLicenses management screen with the TechSupport Filter enabled for your selected TechSupport providers.

Manufacturers



Manufacturers are the companies that created the software for your Software Licenses. You can generate a report of the usage on the Manufacturers with totals and what SoftwareLicenses were manufactured by those Manufacturers.

The options for *Manufacturers* are:

- Add Manufacturers
- Delete Manufacturers
- Modify Manufacturers
- Manufacturers Membership
- Manage SoftwareLicense for Selected Manufacturers
- Done
- Deselect All

Note: The user who is logged-in to the Location must have privileges to do these tasks. If they have not been given privileges then they will get an alert stating they don't have privileges to perform the given task.



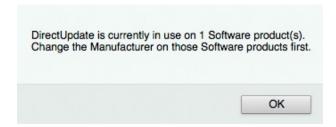
Add/Modify Manufacturers



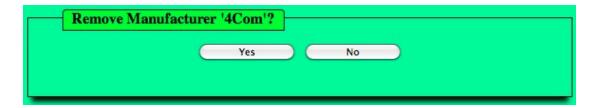
To Add or Modify a Manufacturer click on the *Add* button or select a Manufacturer and click on *Modify*, respectively. Enter the Manufacturer name and WebSite(if they have one). When you are done, click *Save*.

Delete Manufacturers

To delete a Manufacturer, select a Manufacturer and click on *Delete*. If the Manufacturer is in use you will receive a popup denoting that the Manufacturer is in use.



Otherwise, you will be prompted as to whether you wish to remove the selected Manufacturer:



You will then be alerted that the Manufacturer has been removed.



Manufacturer Members

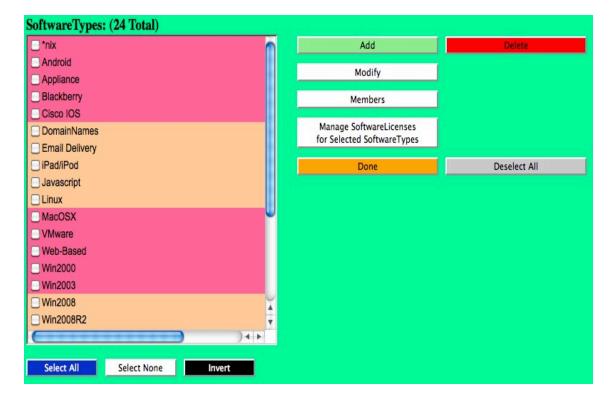
Software Manufactured by 'GoDaddy'										
Software	Version	Туре	Rating	Class	SW Serial Number	SW Asset Tag	Modified	Modified By		
Business Website Builder-lisablohm.com	1.0	Web-Based	10	ALL			2013-10-02	root		
DNS Domain-microsparc.com	1.0	DomainNames	10	ALL			2013-05-14	root		
Lisablohm.com - Search Engine Visibility	1	Web-Based	10	ALL			2013-10-02	root		
WebHosting-InfraManage.NET	1.0	Web-Based	10	ALL			2013-05-14	root		
Total Software Licenses: 4										

To view the Software License membership list of a Manufacturer, highlight a Manufacturer and click on the *Members* button. You will get a report of the Software Licenses that have the selected Manufacturer as a member along with a total.

Manage SoftwareLicenses for Selected Manufacturers

To manage Software Licenses only for a certain set of Manufacturers, highlight the Manufacturers you wish to manage Software Licenses for and click *Manage SoftwareLicenses for Selected Manufacturers*. You will be taken to the SoftwareLicenses management screen with the Manufacturer Filter enabled for your selected Manufacturers.

Software Types

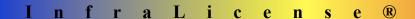


Software Types are a classification of what the Software License is. Types are free-form text that you create. As an example, you can create a type for **SSL Certificates**, **WebSites**, **Mac OSX**®, etc. You can generate a report of the usage on the Software Types with totals and what Software Licenses are of a certain Software Type.

The options for **Software Types** are:

- Add SoftwareType
- Delete SoftwareType
- Modify SoftwareType
- SoftwareType Membership
- Manage SoftwareLicense for Selected SoftwareTypes
- Done
- Deselect All

Note: The user who is logged-in to the Location must have privileges to do these tasks. If they have not been given privileges then they will get an alert stating they don't have privileges to perform the given task.



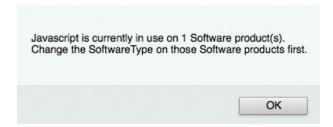
Add/Modify SoftwareTypes



To Add or Modify a SoftwareType click on the *Add* button or select a SoftwareType and click on *Modify*, respectively. Enter the SoftwareType name and click *Save*.

Delete SoftwareTypes

To delete a SoftwareType, select a SoftwareType and click on *Delete*. If the SoftwareType is in use you will receive a popup denoting that the SoftwareType is in use.



Otherwise, you will be prompted as to whether you wish to remove the selected SoftwareType:



You will then be alerted that the SoftwareType has been removed.



SoftwareType Members

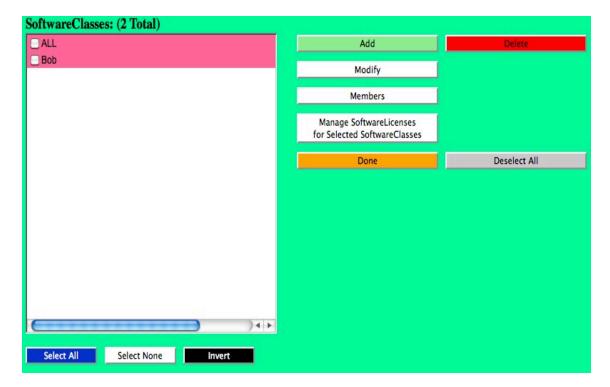
Software Type 'DomainNames'											
Software	Version	Manufacturer	Rating	Class	SW Serial Number	SW Asset Tag	Modified	Modified By			
DNS Domain-inframanage.net	1.0	DynDNS.org	10	ALL			2013-05-14	root			
DNS Domain-lisablohm.com	1.0	Register.com	10	ALL			2013-06-19	root			
DNS Domain-microsparc.com	1.0	GoDaddy	10	ALL	3		2013-05-14	root			
DNS Domain-microspunk.com	1.0	DynDNS.org	10	ALL			2013-05-14	root			
DNS Domain-stemariefirm.com	1.0	DynDNS.org	10	ALL			2013-05-14	root			
infralicense.net domain	1.0	Network Solutions	10	ALL			2013-09-21	root			
Total Software Licenses: 6											

To view the Software License membership list of a SoftwareType, highlight a SoftwareType and click on the *Members* button. You will get a report of the Software Licenses that have the selected SoftwareType as a member along with a total.

Manage SoftwareLicenses for Selected SoftwareTypes

To manage Software Licenses only for a certain set of Software Types, highlight the Software Types you wish to manage Software Licenses for and click *Manage SoftwareLicenses for Selected SoftwareTypes*. You will be taken to the SoftwareLicenses management screen with the SoftwareType Filter enabled for your selected SoftwareTypes.

SoftwareClasses



Software Classes are a classification of what the Software License is. Classes are freeform text that you create. As an example, you can create a class for Accounting, Maintenance, Engineering, etc. You can generate a report of the usage on the Software Classes with totals and what Software Licenses are of a certain Software Class.

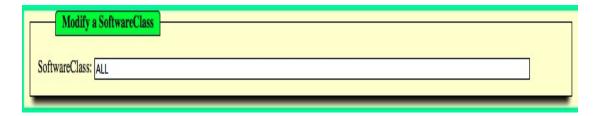
The options for **SoftwareClasses** are:

- Add SoftwareClasses
- Delete SoftwareClasses
- Modify SoftwareClasses
- SoftwareClasses Membership
- Manage SoftwareLicense for Selected SoftwareClasses
- Done
- Deselect All

Note: The user who is logged-in to the Location must have privileges to do these tasks. If they have not been given privileges then they will get an alert stating they don't have privileges to perform the given task.



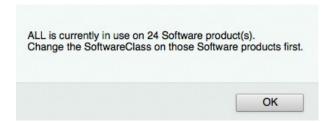
Add/Modify SoftwareClasses



To Add or Modify a SoftwareClass click on the *Add* button or select a SoftwareClass and click on *Modify*, respectively. Enter the SoftwareClass name and click *Save*.

Delete SoftwareClasses

To delete a SoftwareClass, select a SoftwareClass and click on *Delete*. If the SoftwareClass is in use you will receive a popup denoting that the SoftwareClass is in use.



Otherwise, you will be prompted as to whether you wish to remove the selected SoftwareClass:



You will then be alerted that the SoftwareClass has been removed.



SoftwareClass Members



To view the Software License membership list of a SoftwareClass, highlight a SoftwareClass and click on the *Members* button. You will get a report of the Software Licenses that have the selected SoftwareClass as a member along with a total.

Manage SoftwareLicenses for Selected SoftwareClasses

To manage Software Licenses only for a certain set of SoftwareClasses, highlight the SoftwareClasses you wish to manage Software Licenses for and click *Manage SoftwareLicenses for Selected SoftwareClasses*. You will be taken to the SoftwareLicenses management screen with the SoftwareClass Filter enabled for your selected SoftwareClasses.

SoftwareLicenses



SoftwareLicenses are the actual software or service you purchased and wish to track the renewal and costs of. InfraLicense® gives you the capability to generate reports and receive alerts for Software Licenses you have purchased.

The options for **SoftwareLicenses** are:

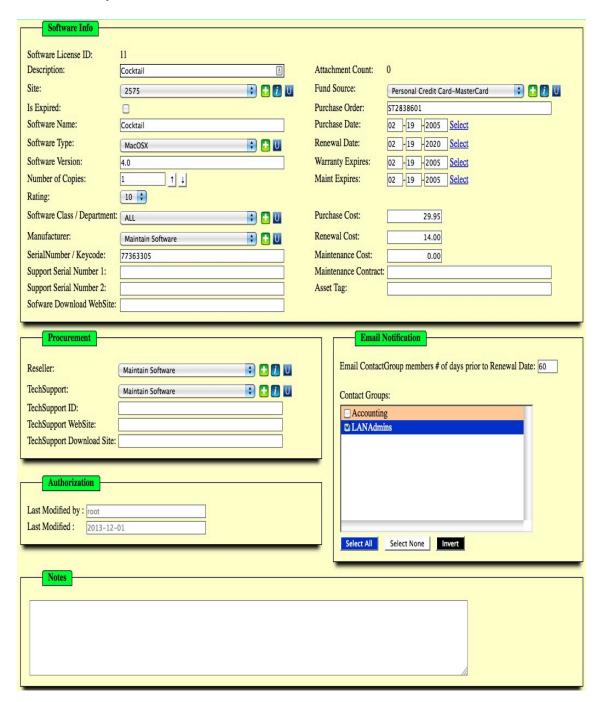
- Add SoftwareLicenses
- Delete SoftwareLicenses
- Modify SoftwareLicenses
- Software License Details
- Reseller Details
- TechSupport Details
- Manage Attachments
- Display QR Code
- Mass Change Software Licenses
 - Site Membership
 - o Funding Membership
 - ContactGroup Membership
 - o Reseller Membership
 - o TechSupport Membership
 - Manufacturer Membership
 - SoftwareType Membership
 - SoftwareClass Membership
 - Expired Status

- Filter
 - o By Renewal
 - o By Sites
 - o By Funding
 - o By ContactGroups
 - o By Reseller
 - o By TechSupport
 - o By Manufacturer
 - o By SoftwareType
 - o By SoftwareClass
 - o Clear Filter
 - o Limit List to 25,50,100,500,1000 items
 - o Clear Limit
- Search SoftwareLicenses
- Move Selected Licenses to Different Location
- Done
- Deselect All

Note: The user who is logged-in to the Location must have privileges to do these tasks. If they have not been given privileges then they will get an alert stating they don't have privileges to perform the given task.



Add/Modify SoftwareLicenses



To Add or Modify a SoftwareLicense click on the *Add* button or select a SoftwareLicense and click on *Modify*, respectively.

Software Info Section

The Description field describes what the SoftwareLicense is.

The Site, Fund Source, Software Type, Software Class, Manufacturer, Reseller and TechSupport fields all have small icons next to them. The icon allows you to add a new item into the respective list without leaving the form. The icon displays the info about the respective item. The icon allows you to modify/update the selected item.

The Software Name field is what you see in the list from InfraLicense®. The Software Version is the version of the Software License. The Rating allows you to give the software a number rating between 1 and 10 as to how good the software is. The SerialNumber/Keycode is the manufacturers' assigned serial number. The Support Serial Number 1 and 2 are serial numbers used for technical support. The Software Download WebSite is the URL to download the software.

The Fund Source, Purchase Order, Purchase Date, Renewal Date, Warranty Expires and Maint Expires dates are self explanatory.

The Purchase Cost, Renewal Cost, Maintenance Cost are the respective costs for the Software License.

The Maintenance Contract field is if the software provider issued you a contract number for maintenance.

The Asset Tag field is where you put in your own company's asset tag number.

Procurement Section

The Reseller and TechSupport provider are self-explanatory. The TechSupport ID is the manufacturers' assigned technical support ID number. The TechSupport WebSite is where you can contact technical support. The TechSupport Download Site is where you can download software from

Email Notification Section

Enter the number of days prior to expiration that you want the ContactGroup members to receive an email notifying them of the Software License renewal. Checkmark the Contact Groups that you want notified for renewals.

Authorization Section

Displays the last modified by and last modification date of this Software License.

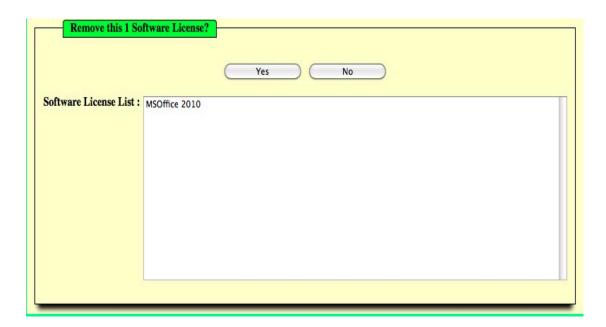
Notes Section

Key in any special notes you wish to keep about this Software License.

Click *Save* when you are done.

Delete SoftwareLicenses

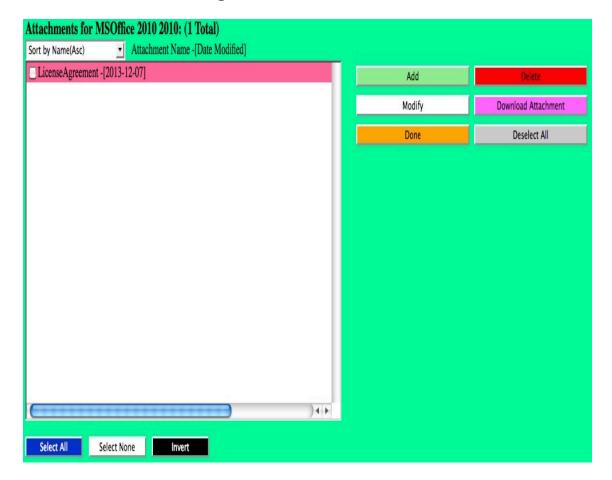
To delete a SoftwareLicense, select a SoftwareLicense and click on *Delete*. You will see a screen asking if you wish to delete the SoftwareLicense:



You will then be alerted that the SoftwareLicense has been removed.



SoftwareLicense - Manage Attachments



The options for *Manage Attachments* are:

- Add Attachment
- Delete Attachment
- Modify Attachment
- Download Attachment
- Done
- Deselect All

Add Attachment

To add an attachment for a SoftwareLicense, click on *Add*. Enter a description for the attachment and select the file to upload to InfraLicense® and then click OK.



You will then be alerted that the attachment has been uploaded.



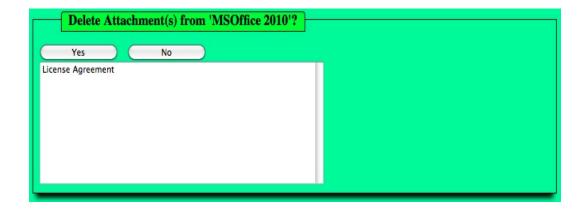
Modify Attachment

Once an attachment has been uploaded you may only change the description for the attachment without deleting/reuploading. To modify the description for the attachment, select the attachment and click *Modify*. Enter a new description for the attachment and then click *OK*.



Delete Attachment

To delete an attachment, select the attachment and click *Delete*. You will be prompted to delete the attachments from the Software. Click Yes to continue.

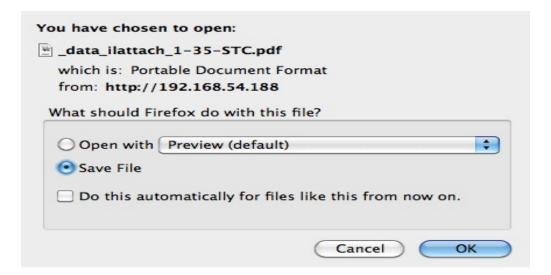


You will receive a popup stating that the attachment has been removed.



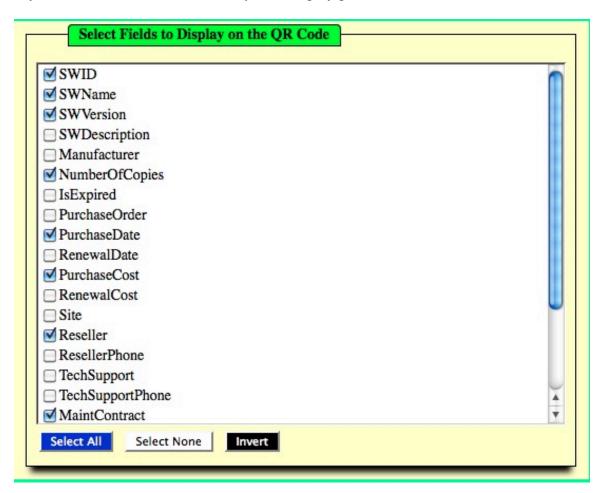
Download Attachment

To download an attachment, select the attachment and click *Download*. You will be prompted to save the file via your browser.



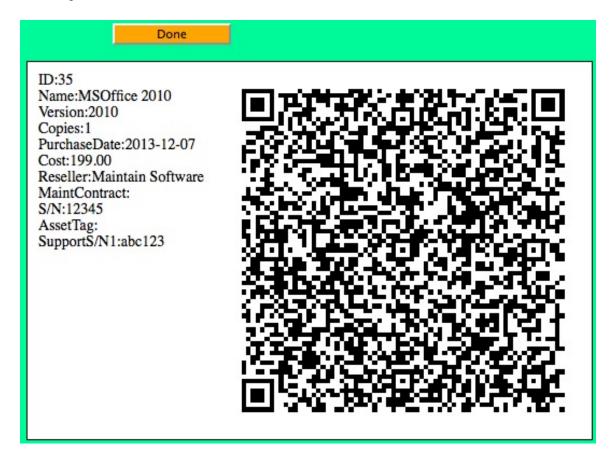
Display QR Code

InfraLicense® gives you the capability to display a QR code with any of the fields that you have keyed in for each individual SoftwareLicense. Checkmark a SoftwareLicense and click *Display QR Code*. You will go to a screen that gives you the option to include any of the fields in the QR code for you to display/print.



Select the fields you want in the QR code and click Save.

You will see a screen that shows the information you wanted in the QR code and the actual QR code itself.



You can print the QR code via the browser. When you are done, click the *Done* button.

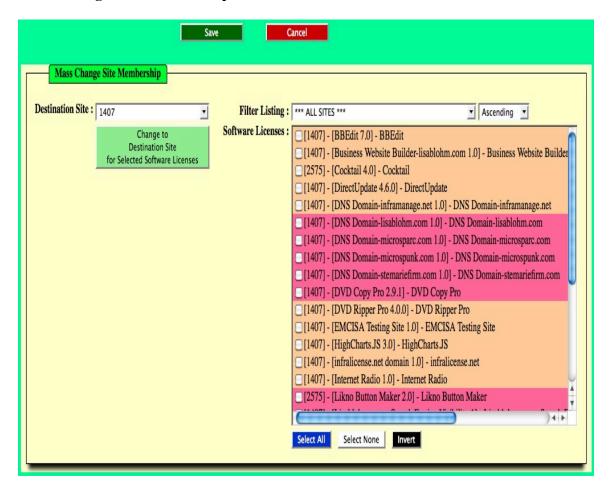
Mass Change Software Licenses

If you find that you need to make changes to many items but don't want to go in an do each change one-by-one, you can use the Mass Change Software Licenses drop-down.



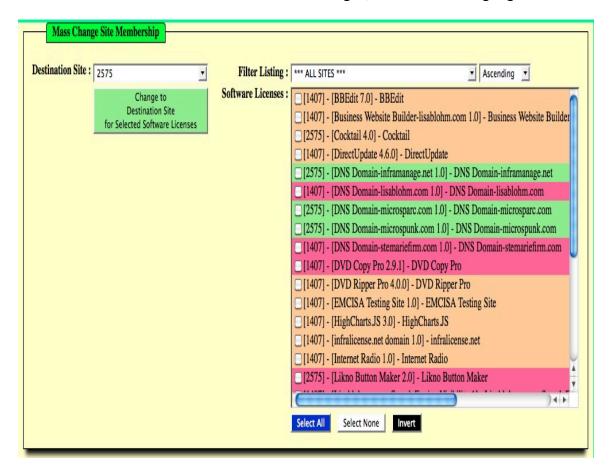
All of the Mass Change selections will have the same style theme for modifications:

Mass Change Site Membership



Select the Destination Site that you wish to apply to Software Licenses. Select the Software Licenses you wish to change and then click *on Change to Destination Site for Selected Software Licenses*.

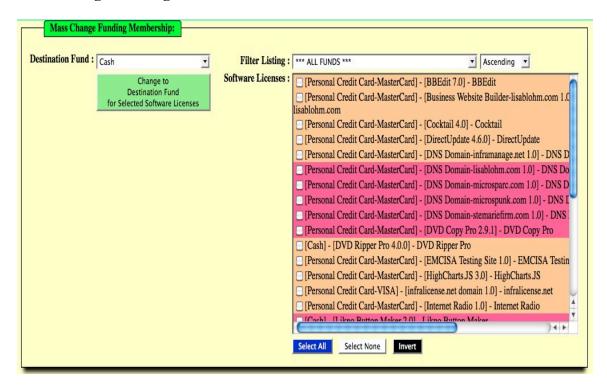
Notice that once a Software License has been changed, it will turn to a light green color.



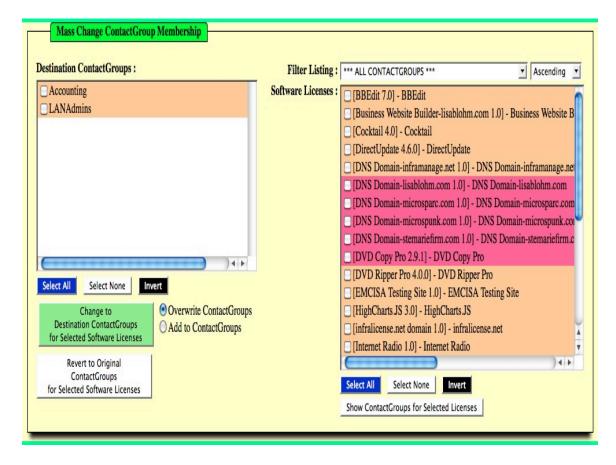
When you are done click on *Save*.

This will be the same for all of the mass change screens.

Mass Change Funding



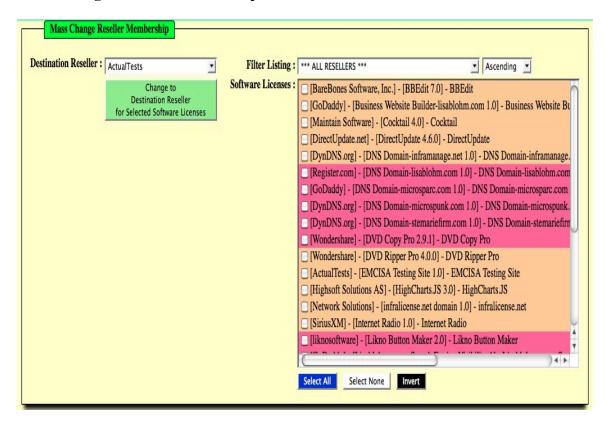
Mass Change ContactGroup Membership



The ContactGroup screen will give you some additional options(self-explanatory):

- Change to Destination ContactGroups for Selected Software Licenses
 - Overwrite ContactGroups
 - Add to ContactGroups
- Revert to Original ContactGroups for Selected Software Licenses
- Show ContactGroups for Selected Licenses

Mass Change Reseller Membership

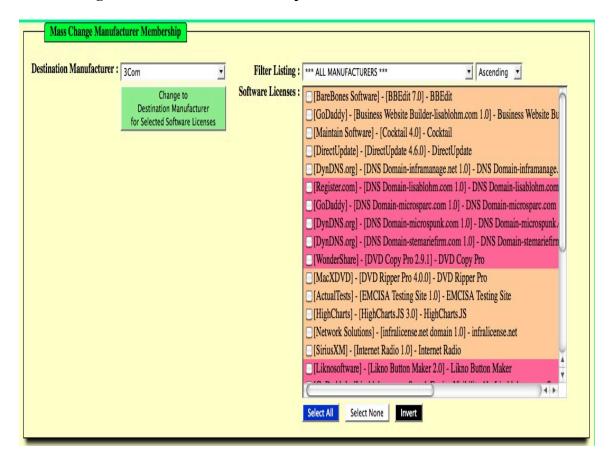




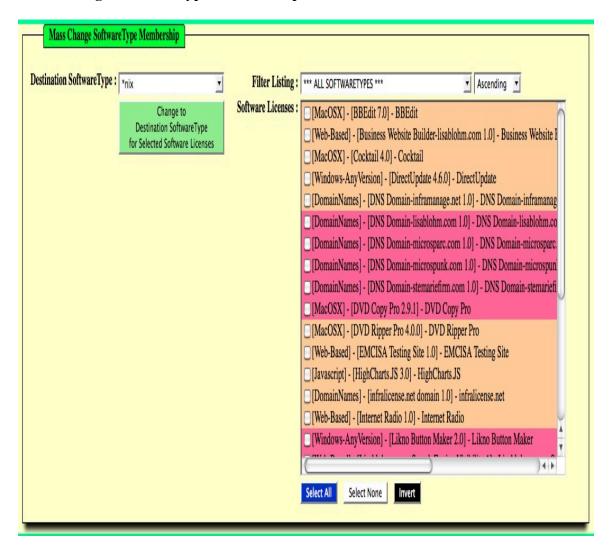
Mass Change TechSupport Membership



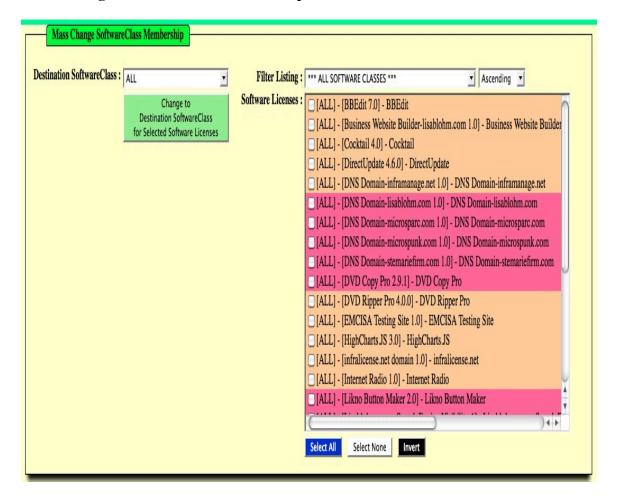
Mass Change Manufacturer Membership



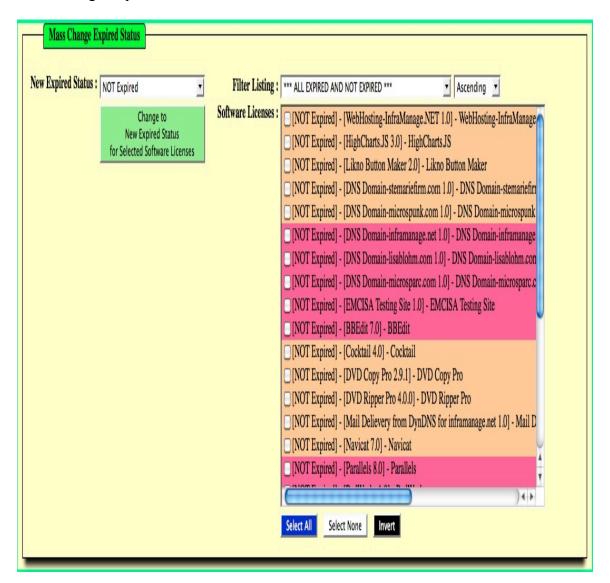
Mass Change Software Type Membership



Mass Change Software Class Membership



Mass Change Expired Status

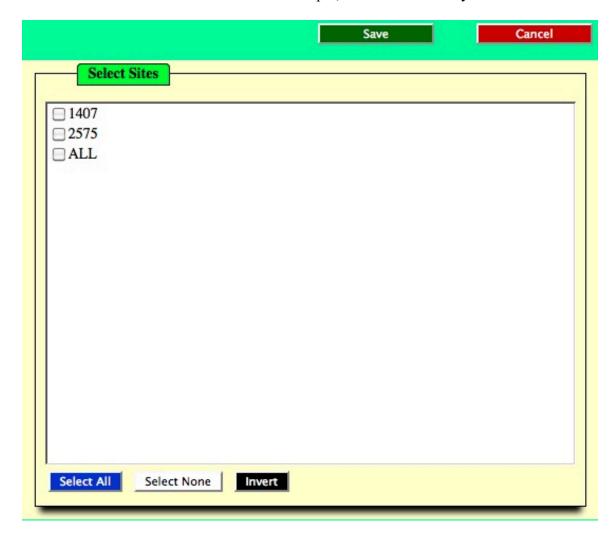


Filter Software Licenses

Use the ** Select a Filter ** drop-down to make it easier to manage and locate sets of software licenses. The drop-down gives you the following options:



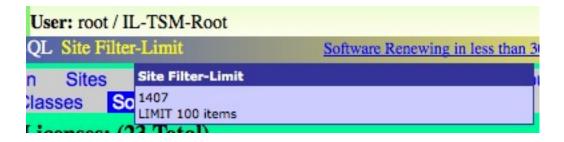
The filter items are pretty self-explanatory. Simply select what you are trying to filter on and select the items for the filter. As an example, here is the *Filter by Sites*:



Check off the sites you wish to display and click Save.

Back at the SoftwareLicense screen you will see the Filter description. If you mouse-over the filter description it will show you what you selected for your filter.





Search Software Licenses

If you are simply searching for an individual Software License, you can use the Search SoftwareLicenses button. Using the search criteria, InfraLicense® will search across the Name, Version and Purchase Order for a Software License.

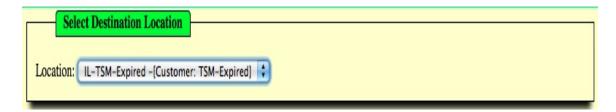


Key in your search Criteria and click on the Search SoftwareLicenses button to execute the search. The Filter at the top of the screen will show you the filter and the results will show on the screen.

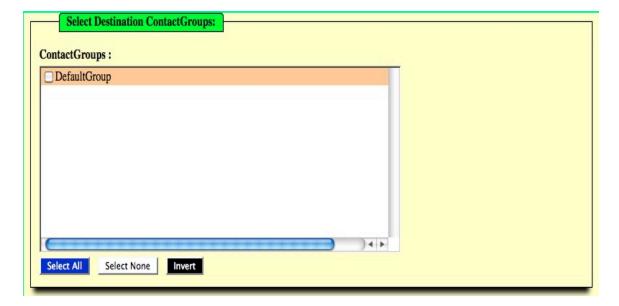


Move Selected Licenses to Different Location

Select the Software Licenses you wish to move to a different location and click on the button *Move Selected Licenses to Different Location*. You will be prompted to pick the destination Location.



You will then choose the ContactGroups that will be used for notifications.



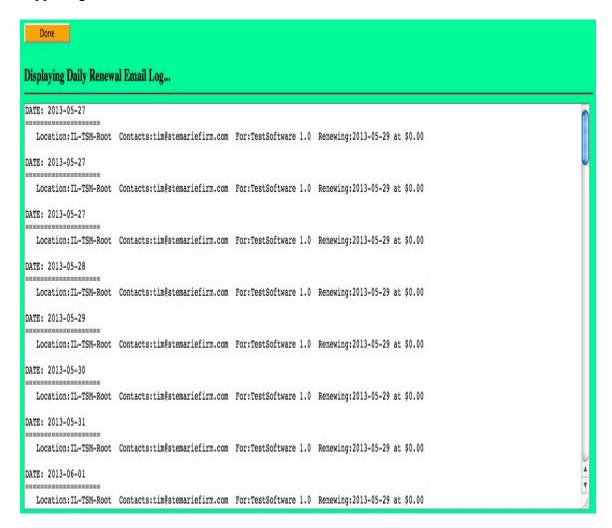


After saving your selections InfraLicense® will move the Software License to the new Location. You will receive a popup window detailing what happened on the move.

Details for 1 Software License Move Cocktail has been moved from: IL-TSM-Root TO IL-TSM-Expired Class: ALL already exists in LocationIL-TSM-Expired SWType: MacOSX already exists in LocationIL-TSM-Expired Mfg: Maintain Software already exists in LocationIL-TSM-Expired TechSupport: Maintain Software already exists in LocationIL-TSM-Expired Reseller: Maintain Software already exists in LocationIL-TSM-Expired FundType: Personal Credit Card already exists in LocationIL-TSM-Expired Funding: Personal Credit Card-MasterCard already exists in LocationIL-TSM-Expired Sites: 2575 already exists in LocationIL-TSM-Expired Attachments: No attachments needed to be moved to LocationIL-TSM-Expired OK

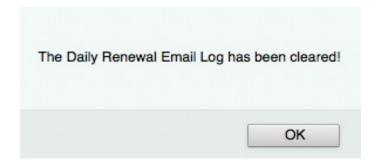
View Daily Renewal Email Log

Use this option to display the email notifications that have been sent out from InfraLicense® to your ContactGroup members. This is your transaction log of what is happening for renewals.



Clear Daily Renewal Email Log

Use this option to clear out the email notification log from InfraLicense®. Once you have selected this option it will display a message that the log has been cleared.



To Do List



The *To Do List* item will display the listing of your To Do List. This is just a scratchpad area of things to do. This has no tie to anything – simply a reminder list.

The user must have 'Edit To Do List' privileges to make changes to this list.

Note: The user who is logged-in to the site must have privileges to do these tasks. If they have not been given privileges then they will get an alert stating they don't have privileges to perform the given task.

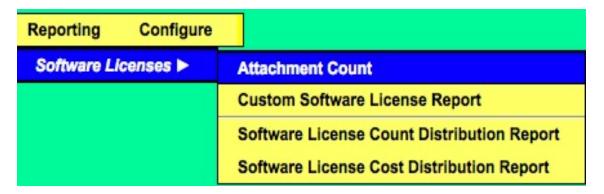
Edit To Do List



The To Do List can be edited and printed. Clicking on *Edit* simply changes the *Edit* button from *Edit* to *Save* and the *Done* button to *Cancel*. Put whatever you like in here – it is nothing more than a scratchpad area of reminders.



Reporting



The options for *Reporting* are:

- Software Licenses
 - o Attachment Count
 - o Custom Software License Report
 - o Software License Count Distribution Report
 - o Software License Cost Distribution Report

Attachment Count

The *Attachment Count* report will bring you to a screen that asks if you want to show Expired Software Licenses or not:



Select what you would like and click Save.

The report will be generated and displayed. All reports in InfraLicense® are sortable, auto-grouping and exportable. Click on column headings to change sort order. If the field is groupable, then InfraLicense® will automatically group, sort and summarize per grouping for the report.

Attachment Count Report						
SoftwareID	Name ▼	Туре	Version	AttachmentCount		
	WebHosting-InfraManage.NET	Web-Based	1.0	0		
7	PodWorks	MacOSX	1.0	0		
6	Parallels	MacOSX	8.0	0		
5	Navicat	MacOSX	7.0	1		
9	Nagios Core Student Version	*nix	3.5.0	1		
5	MSOffice 2010	Productivity	2010	0		
9	Meraki - Access-Point Dashboard	Appliance	1.0	0		
25	Mail Delievery from DynDNS for inframanage.net	Email Delivery	1.0	1		
8	Lisablohm.com - Search Engine Visibility	Web-Based	1	0		
1000	Likno Button Maker	Windows-AnyVersion	2.0	0		
0	Internet Radio	Web-Based	1.0	0		
6	infralicense.net domain	DomainNames	1.0	0		
	HighCharts.JS	Javascript	3.0	0		
Mat.	EMCISA Testing Site	Web-Based	1.0	0		
3	DVD Ripper Pro	MacOSX	4.0.0	0		
2	DVD Copy Pro	MacOSX	2.9.1	0		
	DNS Domain-stemariefirm.com	DomainNames	1.0	0		
	DNS Domain-microspunk.com	DomainNames	1.0	0		
	DNS Domain-microsparc.com	DomainNames	1.0	0		
	DNS Domain-lisablohm.com	DomainNames	1.0	0		
	DNS Domain-inframanage.net	DomainNames	1.0	0		
8	DirectUpdate	Windows-Any Version	4.6.0	0		
1	Cocktail	MacOSX	4.0	0		
7	Business Website Builder-lisablohm.com	Web-Based	1.0	0		
10	BBEdit	MacOSX	7.0	0		

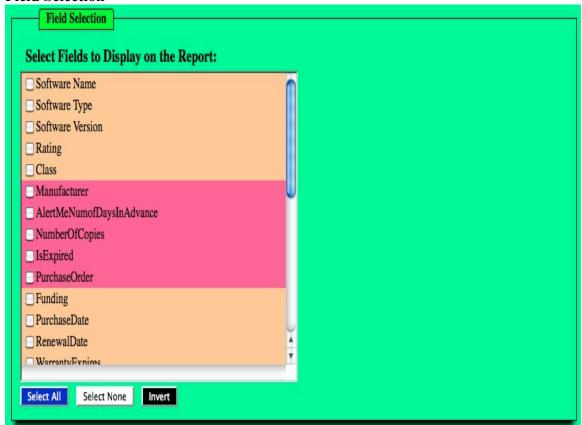
Custom Software License Report

The *Custom Software License Report* is quite powerful in that you can customize what fields you want on the report, what ranges you want on the report for the various fields and, as always, the report is sortable, auto-grouping and exportable.

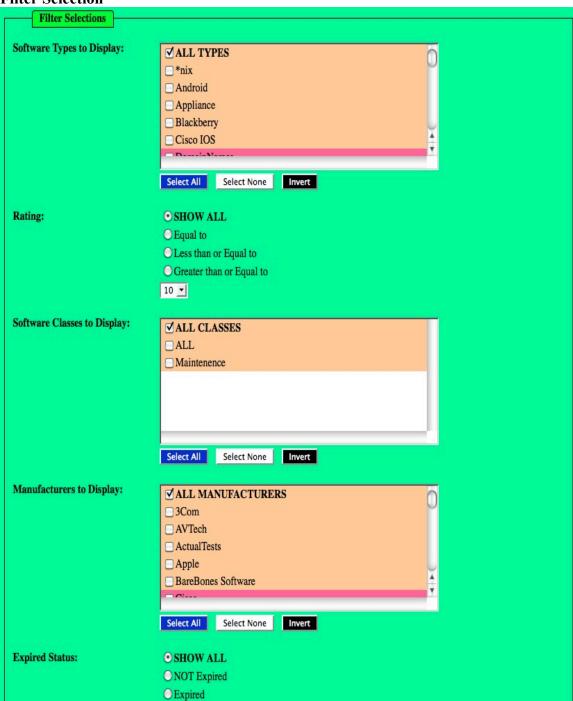
There are two major areas for the *Custom Software License Report*:

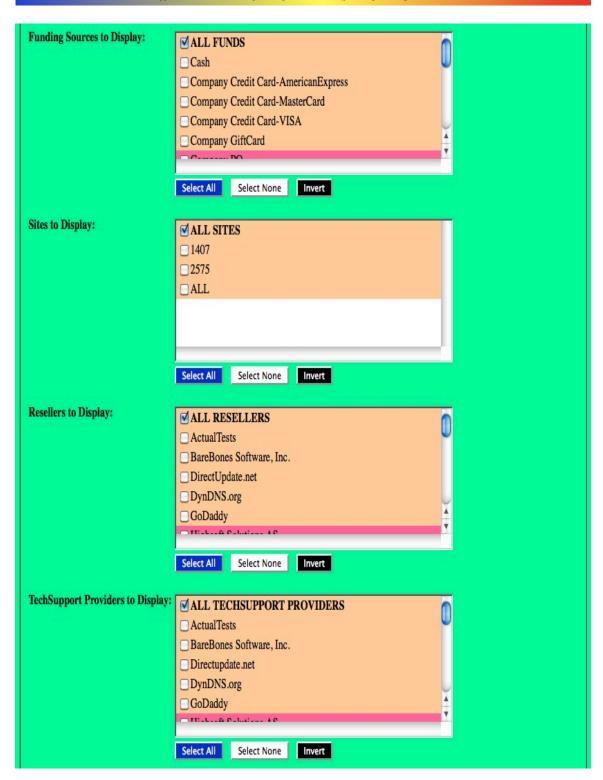
- Field Selection
- Filter Selection

Field Selection



Filter Selection





• ALL DATES	
On or Before	
On or After	
O Range From	
• ALL DATES	
1756 N. 1760	
O Range From	
• ALL DATES	
On or After	
O Range From	
O ALL DATES	
O Range From	
	 Equal to On or Before On or After Range From ALL DATES Equal to On or Before On or After Range From ALL DATES Equal to On or Before On or After Range From ALL DATES Equal to On or After Range From ALL DATES Equal to On or Before On or Before On or Before On or After On or Before On or After On or After On or After On or After On or After On or After On or After

Make your selections and click Save.

The report will display in a Software ID(SWID) sort order by default.

Custom Software License Report						
SWID	Name	Version	Mfg	PurchaseDate		
1	WebHosting-InfraManage.NET	1.0	GoDaddy	2012-12-31		
2	HighChartsJS	3.0	HighCharts	2012-04-05		
3	Likno Button Maker	2.0	Liknosoftware	2010-07-30		
4	DNS Domain-stemariefirm.com	1.0	DynDNS.org	2012-02-28		
5	DNS Domain-microspunk.com	1.0	DynDNS.org	2012-08-16		
6	DNS Domain-inframanage.net	1.0	DynDNS.org	2012-11-12		
7	DNS Domain-lisablohm.com	1.0	Register.com	2013-02-27		
8	DNS Domain-microsparc.com	1.0	GoDaddy	2012-07-01		
9	EMCISA Testing Site	1.0	ActualTests	2013-04-24		
10	BBEdit	7.0	BareBones Software	2003-08-03		
11	Cocktail	4.0	Maintain Software	2005-02-19		
12	DVD Copy Pro	2.9.1	WonderShare	2012-05-28		
13	DVD Ripper Pro	4.0.0	MacXDVD	2012-05-24		
15	Navicat	7.0	Navicat	2010-05-11		
16	Parallels	8.0	Nova Development, Inc.	2013-02-24		
17	PodWorks	1.0	SciFiHiFi	2003-08-29		
18	DirectUpdate	4.6.0	DirectUpdate	2003-05-09		
19	Meraki - Access-Point Dashboard	1.0	Meraki	2012-11-29		
20	Internet Radio	1.0	SiriusXM	2013-04-10		
25	Mail Delievery from DynDNS for inframanage.net	1.0	DynDNS.org	2013-07-01		
26	infralicense.net domain	1.0	Network Solutions	2013-09-21		
27	Business Website Builder-lisablohm.com	1.0	GoDaddy	2013-10-02		
28	Lisablohm.com - Search Engine Visibility	1	GoDaddy	2013-10-02		
29	Nagios Core Student Version	3.5.0	Nagios Enterprises, LLC	2013-11-02		
35	MSOffice 2010	2010	Microsoft	2013-12-07		

Clicking on the colum headings will change the sort order and, in this case where the Manufacturer(Mfg) column was clicked, the grouping was automatically updated.

	Custom Software	License Report			
SWID	Name	Version	Mfg ▲	PurchaseD	ate
9	EMCISA Testing Site	1.0	ActualTests	2013-04-24	
			Manufac	turer: ActualTests	Qty:
10	BBEdit	7.0	BareBones Software	2003-08-03	
			Manufacturer: B	areBones Software	Qty:
18	DirectUpdate	4.6.0	DirectUpdate	2003-05-09	
			Manufacti	rer: DirectUpdate	Qty:
6	DNS Domain-inframanage.net	1.0	DynDNS.org	2012-11-12	
5	DNS Domain-microspunk.com	12/01	DynDNS.org	2012-08-16	
4	DNS Domain-stemariefirm.com		DynDNS.org	2012-02-28	
25	Mail Delievery from DynDNS for inframanage.net	1.0	DynDNS.org	2013-07-01	
			Manufact	irer: DynDNS.org	Qty: 4
27	Business Website Builder-lisablohm.com	1.0	GoDaddy	2013-10-02	
8	DNS Domain-microsparc.com	1.0	GoDaddy	2012-07-01	
28	Lisablohm.com - Search Engine Visibility	1	GoDaddy	2013-10-02	
1	WebHosting-InfraManage.NET	1.0	GoDaddy	2012-12-31	
		100	Manuf	acturer: GoDaddy	Qty: 4
2	HighCharts JS	3.0	HighCharts	2012-04-05	
			Manufac	turer: HighCharts	Qty: 1
3	Likno Button Maker	2.0	Liknosoftware	2010-07-30	
			Manufactu	er: Liknosoftware	Qty: 1
			·	1.000 .000	

If you find that there is some special sort order you are looking for, you can always export the data to a CSV file and import it into a spreadsheet!

Note: The user who is logged-in to the site must have privileges to do these tasks. If they have not been given privileges then they will get an alert stating they don't have privileges to perform the given task.

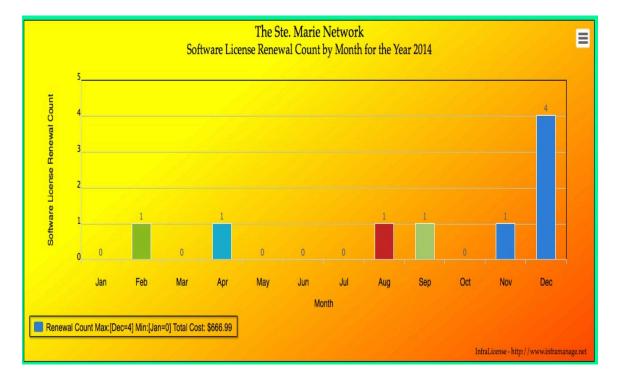
Software License Count Distribution Report

This report will generate a graph of the count of Software Licenses that come due for each month. Clicking on the month graph will take you to another screen that lists the items that are due that month.



Select the Year and which Date Field(Renewal Date, Purchase Date or Maintenance Expiration Date) you wish to use for the report as well as the Expired Status of the Software Licenses.





The legend displays the Renewal Count maximum, minimum and total cost for the year. The maximum shows the month as well as the count. In this case December has a count of 4 items that come due. The minimum will simply show the first month with the lowest count. In this example January had zero. The total cost will show what is coming due for the entire year. Clicking on the washboard icon in the corner will allow you to export the graph.

Mousing over a month will popup a balloon with the count and cost for the month. Clicking on a month, I will use December in this example, will display a popup window showing the items coming due. Again, the report is sortable, auto-grouping and exportable. Simply close the window to go back to the report.

Renewa	l Date in 12/2014	100	700000		hi dina	100				
	Count Detail Distribution Report for RenewalDate									
SWID	Name	Version	Mfg	IsExpired	PurchaseDate	RenewalDate	PurchaseCost	RenewalCost	MaintExpires	MaintCost
1	WebHosting-InfraManage.NET	1.0	GoDaddy	0	2012-12-31	2014-12-31	156.00	156.00	2014-12-31	0.00
27	Business Website Builder-lisablohm.com	1.0	GoDaddy	0	2013-10-02	2014-12-01	107.00	107.00	2014-12-01	0.00
28	Lisablohm.com - Search Engine Visibility	1	GoDaddy	0	2013-10-02	2014-12-01	35.00	35.00	2014-12-01	0.00
35	MSOffice 2010	2010	Microsoft	0	2013-12-07	2014-12-07	199.00	29.00	2014-03-07	0.00
	(4) Software Licenses PurchaseCost: \$497.00 RenewalCost: \$327.00 MaintenanceCost: \$0.00									

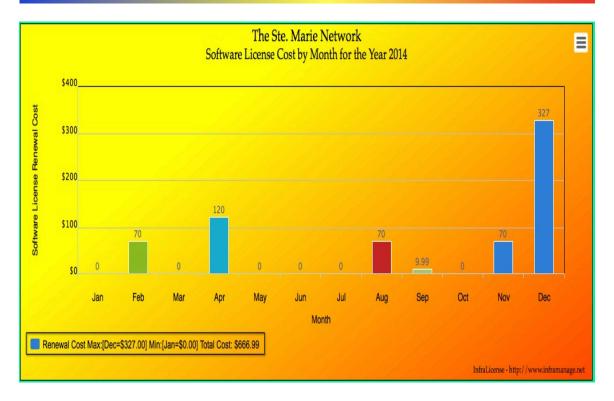
Software License Cost Distribution Report

This report will generate a graph of the cost of Software Licenses that come due for each month. Clicking on the month graph will take you to another screen that lists the items that are due that month.



Select the Year and which Date Field(Renewal Date, Purchase Date or Maintenance Expiration Date) you wish to use for the report as well as the Expired Status of the Software Licenses.





The legend displays the Renewal Cost maximum, minimum and total cost for the year. The maximum shows the month as well as the count. In this case December has a cost of \$327.00 for Software Licenses that come due. The minimum will simply show the first month with the lowest cost. In this example January had \$0.00. The total cost will show what is coming due for the entire year. Clicking on the washboard icon in the corner will allow you to export the graph.

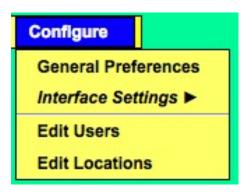
Mousing over a month will popup a balloon with the count and cost for the month. Clicking on a month, I will use December in this example, will display a popup window showing the items coming due. Again, the report is sortable, auto-grouping and exportable. Simply close the window to go back to the report.

Renewa	l Date in 12/2014		10000							
	Count Detail Distribution Report for RenewalDate									
SWID	Name	Version	Mfg	IsExpired	PurchaseDate	RenewalDate	PurchaseCost	RenewalCost	MaintExpires	MaintCost
1	WebHosting-InfraManage.NET	1.0	GoDaddy	0	2012-12-31	2014-12-31	156.00	156.00	2014-12-31	0.00
27	Business Website Builder-lisablohm.com	1.0	GoDaddy	0	2013-10-02	2014-12-01	107.00	107.00	2014-12-01	0.00
28	Lisablohm.com - Search Engine Visibility	1	GoDaddy	0	2013-10-02	2014-12-01	35.00	35.00	2014-12-01	0.00
35	MSOffice 2010	2010	Microsoft	0	2013-12-07	2014-12-07	199.00	29.00	2014-03-07	0.00
	(4) Software Licenses PurchaseCost: \$497.00 RenewalCost: \$327.00 MaintenanceCost: \$0.00									

Note: The user who is logged-in to the site must have privileges to do these tasks. If they have not been given privileges then they will get an alert stating they don't have privileges to perform the given task.

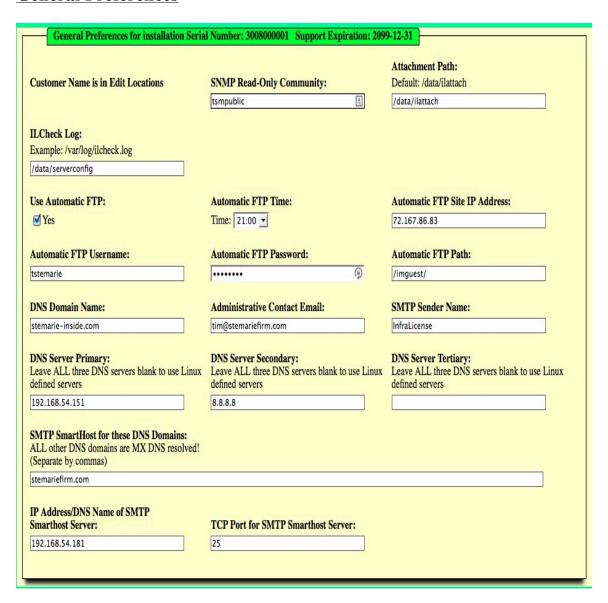


In-Depth -Configure Menu



The Configure menu contains the options for modifying the system to your preferences and to begin managing your Software Licenses.

General Preferences



The *General Preferences* menu item brings up the options for InfraLicense®. Unless you have been instructed to do so, leave the settings for the following at their default:

- Attachment Path
- ILCheck Log

The remaining fields:

- SNMP Read-Only Community
- Use NetFlow
- Use Automatic FTP
 - o Automatic FTP Time
 - Automatic FTP Site IP Address
 - o Automaitc FTP Username
 - Automatic FTP Password
 - o Automatic FTP Path
- DNS Domain Name
- Administrative Contact
- DNS Server Primary, Secondary and Tertiary
- SMTP SmartHost for these DNS Domains
- IP Address/DNS Name of SMTP Smarthost Server

are all fields that you as the administrator can, and should, verify.

different port then you can change it here.

The *IP Address/DNS Name of SMTP Smarthost Server*, if used, is when you wish to have a specific mail server send the mail from InfraLicense® for alerts for specific DNS domain names.

*****Be aware that if the SmartHost server is down you won't receive mail notifications for email addresses in the 'SMTP SmartHost for these DNS Dmains' field. Also, if email notification is used and you use the Internet, that if Internet connectivity is unavailable you won't receive notifications!*****

The *SMTP SmartHost for these DNS Domain Names* are domain names that should be relayed off of the Smarthost server – all others get resolved to the Internet via MX records. This is for recipients that need to be contacted via a mail server that can't be contacted directly. *There is no error checking for this field, so be conscious of what you key into this field.* Domain names should be separated by commas. The *TCP Port for Smarthost Server* is typically port 25. If your mail relay server uses a

Email Alert Configuration Scenarios:

The scenarios for email alerting depend upon reachability and redundancy.

- 1) Reachability (Assumes an internal DNS Server)
 - a. DNS Domain name internally matches Internet DNS domain name
 - i. Email Server is on the **inside** of your network
 - ii. Email Server is on the **outside** of your network
 - b. DNS Domain name internally is different from the Internet DNS domain name
 - i. Email Server is on the **inside** of your network
 - ii. Email Server is on the **outside** of your network
- 2) Risk (Assumes an internal DNS Server)
 - a. Email alerts go to mail server on the inside of your network. Assumes enough of the network is up for you to receive an alert.
 - b. Email alerts go to mail server on the outside of your network. Assumes enough of the network is up for an Internet SMTP mail message to get delivered.

Email Alerting Configuration Examples

Example 1.a.i Risk: Network needs to be up

Option 1 –No SmartHost

Add an MX record pointing to the IP address of your internal SMTP mail server. Leave SMTP SmartHost for these DNS Domains and IP Address/DNS Name of SMTP Smarthost Server blank, TCP Port for SMTP Smarthost Server set to 25. After saving the changes, execute a Fix Permissions and Links.

Option 2 -SmartHost

Enter your DNS domain name in *SMTP SmartHost for these DNS Domains*, enter your SMTP Mail server IP address in *IP Address/DNS Name of SMTP Smarthost Server*, set *TCP Port for SMTP Smarthost Server* to 25, configure your SMTP mail server to allow relaying from the InfraLicense® server's IP address to any DNS domain name. After saving the changes, execute a *Fix Permissions and Links*.

Example 1.a.ii Risk: Network needs to be up

Option 1 –No Relaying necessary

Add an MX record pointing to the IP address of your SMTP mail server that is on the outside of your network. Leave SMTP SmartHost for these DNS Domains and IP Address/DNS Name of SMTP Smarthost Server blank, TCP Port for SMTP Smarthost Server set to 25. After saving the changes, execute a Fix Permissions and Links.

Example 1.b.i Risk: Network needs to be up

Option 1 –No Relaying necessary

Add an MX record pointing to the IP address of your internal SMTP mail server. Leave SMTP SmartHost for these DNS Domains and IP Address/DNS Name of SMTP Smarthost Server blank, TCP Port for SMTP Smarthost Server set to 25. After saving the changes, execute a Fix Permissions and Links.

Example 1.b.ii Risk: Network needs to be up

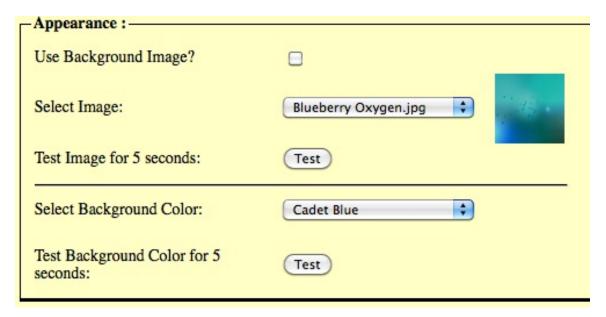
Option 1 –No Relaying necessary

Add an MX record pointing to the IP address of your SMTP mail server that is on the outside of your network. Leave SMTP SmartHost for these DNS Domains and IP Address/DNS Name of SMTP Smarthost Server blank, TCP Port for SMTP Smarthost Server set to 25. After saving the changes, execute a Fix Permissions and Links.

Note: The user who is logged-in to the site must have privileges to do these tasks. If they have not been given privileges then they will get an alert stating they don't have privileges to perform the given task.



Appearance



The *Appearance* option allows you to set the background to either a .jpg file or a standard solid color. The *Background Color* will always be faster than a .jpg file if you are viewing InfraLicense® over a slow link. The *Test* buttons will display the image for 5 seconds and then return to the original selection. Otherwise, you can simply select the .jpg file and Save your settings if you are sure you know which background you wish to use.



The *Upload Custom Backgrounds*(.jpg only!) allows you to upload your own custom backgrounds.



The *Upload Company Logo* (*watermark.jpg Only!*) allows you to upload your company logo, which is displayed in the upper left of every screen in InfraLicense®.



Note: The user who is logged-in to the site must have privileges to do these tasks. If they have not been given privileges then they will get an alert stating they don't have privileges to perform the given task.

Edit Users

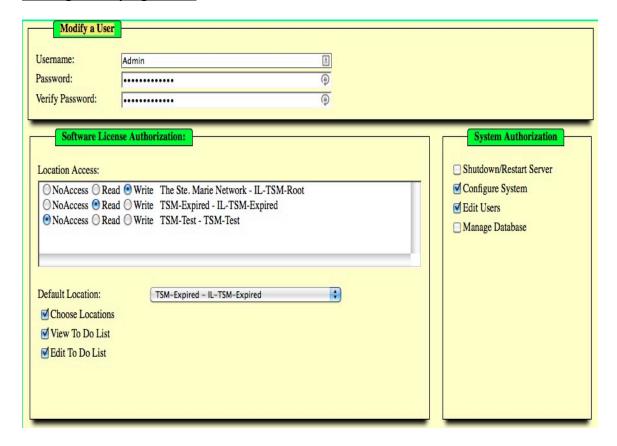


The opions for *Edit Users* are:

- Add
- Delete
- Modify
- User Details
- Done
- Deselect All



Adding/Modifying a User



There are three sections to this screen:

- Username
- Software License Authorization
- System Authorization

The *Username* section is the username and their password.

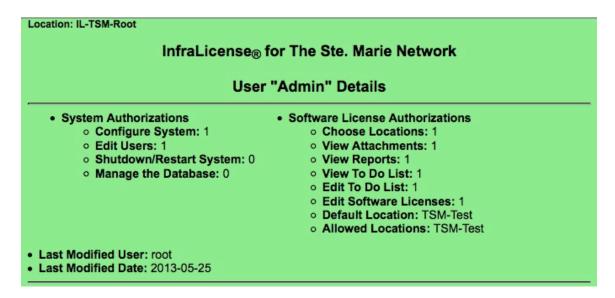
The **Software License Authorization** section contains:

- Location Access
 - Select NoAccess, Read access or Write access for each Location
- Default Location
 - o Sets the Location that the user will view upon the first login
- Choose Location
 - o Allows the user to select a different Location to work on
- View To Do List
 - o Allows the user to view the To Do List
- Edit To Do List
 - Allows the user to edit the To Do List

The System Authorization section contains:

- Shutdown/Restart
 - o Allows the user to shutdown and restart the server.
- Configure System
 - o Allows the user to use the configure the system, set General Preferences and Fix File Permissions and Links.
- Edit Users
 - o Allows the user to manage usernames and passwords.
- Manage mySQL Database
 - Allows the user to Backup, Restore, Optimize the mySQL database and Reset the database to Factory Defaults

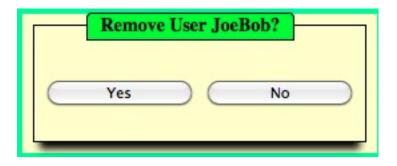
User Details



The *User Details* button will display information about the selected user along with their authorizations and modification date.

Delete a User

To delete a user simply checkmark the user and click *Delete*. If the user is not the last user for a Location then you will be prompted whether to delete the user or not:

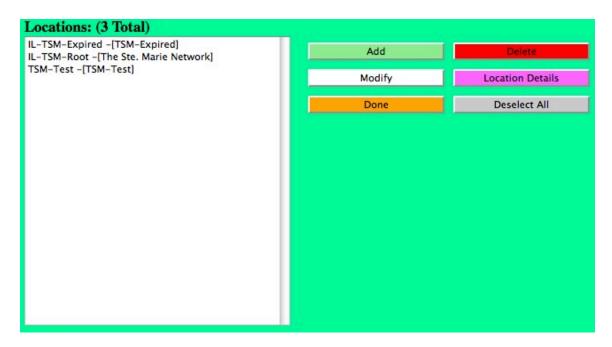


Once you click Yes, the user will be removed and you will receive a confirmation that the user is removed.



Note: The user who is logged-in to the site must have privileges to do these tasks. If they have not been given privileges then they will get an alert stating they don't have privileges to perform the given task.

Edit Locations

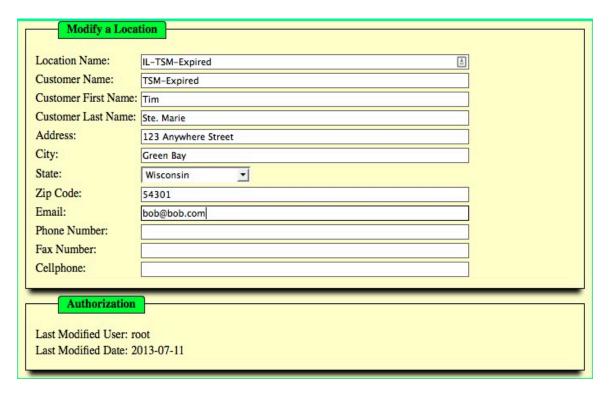


The opions for *Edit Locations* are:

- Add
- Delete
- Modify
- Location Details
- Done
- Deselect All



Adding/Modifying a Location



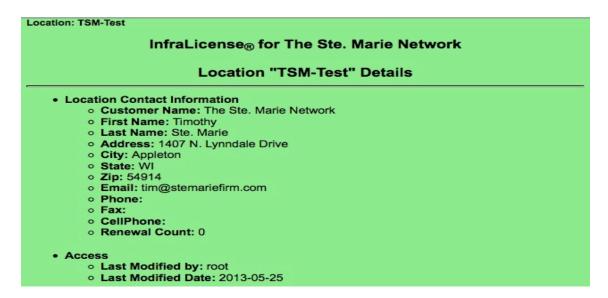
The *Location Name* must be unique amongst all Locations and is a required field.

The *Customer Name* describes the Location and is a required field.

The Customer First Name, Customer Last Name, Address, City, State, Zip Code and Email are all required fields to be filled.

The *Phone Number*, *Fax Number* and *Cellphone* are optional fields.

Location Details



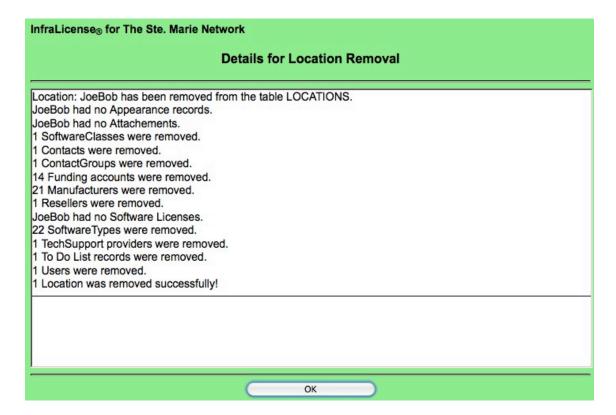
The *Location Details* button will display information about the selected Location.

Delete a Location

To delete a Location simply checkmark the Location and click *Delete*. If the Location is not the last user for a Location then you will be prompted whether to delete the user or not:



Once you click Yes, the Location will be removed and you will receive a confirmation that the Location is removed.



Note: The user who is logged-in to the site must have privileges to do these tasks. If they have not been given privileges then they will get an alert stating they don't have privileges to perform the given task.

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