Lab LN01: SMS 2003 Desired Configuration Monitoring

Objectives
This lab is structured in 4 sections.

- **Section 1:** You will learn how to extend the SMS Def_MOF file to prepare for using DCM and then create service configuration manifests to check WMI, Registry, IIS Metabase, AD and WFS settings.

- **Section 2:** You will learn how to run the DCM Application from the command line and use the event viewer and WBEMTEST to see if the DCM WMI class has been extended.

- **Section 3:** You will learn how to use SMS 2003 to create a package containing DCM components and service configuration manifest and how to use SMS 2003 to create an advertisement for deployment of DCM packages to servers.

- **Section 4:** You will learn how to view reports generated by the DCM Solution and how to export DCM reports to a .csv file

**Estimated time to complete this lab: 60 minutes**

- **Section 1:** 30 minutes
- **Section 2:** 5 minutes
- **Section 3:** 15 minutes
- **Section 4:** 10 minutes

Prerequisites
Before working on this lab, a virtual computer should be set up as a Microsoft Windows Server 2003 computer configured as an SMS primary site server, a simple Microsoft Exchange 2003 server (Standard Edition minimum), Microsoft SQL Server 2000, Microsoft SQL Server 2000 Reporting Services Enterprise Edition, and Microsoft .NET Framework 1.1.
Exercise 0
Start DCM Virtual PC for the Lab

In this exercise, you will start your Virtual PC and log in to begin the Lab.

To start this lab’s Virtual PC and begin this Lab
1. Start Microsoft Virtual PC.
2. Click LN01-SMS Desired Configuration Monitoring, and click Start.
   The Virtual PC performs the boot sequence.
3. Press RIGHT ALT+ENTER to switch to full screen mode.
4. When the Welcome to Windows screen appears, press RIGHT ALT+DELETE.
5. In the User name text box, type Administrator, in the Log on to drop-down box, click WOODGROVE, in the Password text box, type P@ssw0rd, and then click OK.

Note   By default, Microsoft Windows Server™ 2003 Domain Controllers have a policy enabled that requires all new and changed passwords to meet a set of complexity requirements. Passwords must:
   • Not contain all or part of the user’s account name
   • Be at least six characters in length
   • Contain characters from three of the four following categories:
     • English uppercase characters (A through Z)
     • English lowercase characters (a through z)
     • Base 10 digits (0 through 9)
     • Non-alphabetic characters (for example, !, $, #, %)

Further information on password complexity requirements and best practices for passwords can be found in Windows Server 2003 Help and Support Center located on the Start menu.

You have now prepared your image for the lab and may proceed to Section 1.
Section 1 – Editing Service Configuration Manifests

Objectives
After completing this section, you will be able to:

- Demonstrate how to extend the SMS Def.MOF file to prepare for using DCM
- Demonstrate how the DCM User Interface (UI) is used to create service configuration manifests for:
  - Windows Management Instrumentation (WMI)
  - Registry
  - IIS Metabase
  - Active Directory
  - Windows File System

Estimated time to complete this lab: 30 minutes
Exercise 1
Creating a WMI Service Configuration Manifest

Scenario: You work as a systems administrator at Woodgrove National Bank. Your manager has asked you to begin updating all Windows Server 2003 servers to Service Pack 1 (SP1) following the completion of successful testing. Some servers used in the product testing will already have SP1 installed.

In this exercise, you will install the Microsoft WMI Administrative Tools and use them to determine which WMI class indicates the presence of SP1. You will then use the DCM UI to create service configuration manifests (SCM) to query WMI and determine if SP1 is installed on other servers in your organization.

To install WMI administrative tools


2. On the Welcome to the WMI Tools Setup Wizard page, click Next.

3. On the License Agreement page, read the agreement. If you accept the terms, select I Agree, and then click Next.

4. On the Select Installation Folder page, review the installation folder location and then click Next.

5. On the Confirm Installation page, click Next.


In the following procedure, you will use WMI Tools to determine location of SP1 in WMI Repository.

To use WMI Tools to determine location of SP1 in WMI Repository

1. Click Start, point to All Programs | WMI Tools and then click WMI CIM Studio.

2. In Internet Explorer, click the Information Bar and click Allow Blocked Content.

3. On the Security Warning dialog box, click Yes.

4. On the Connect to namespace dialog box, type root\CIMV2 and click OK.

5. On the WMI CIM Studio Login dialog box, click OK.

6. Click the Search for Class button, which is represented by a binoculars icon.

7. On the Search for Class dialog box, type QuickFix and press ENTER.
8. Write the name of the WMI class listed in the Search results pane in the space provided below.

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9. Click OK to close the Search for Class dialog box.

10. Close Internet Explorer.

11. Click Start | Run, type WBEMTEST, and then click OK.


13. In the Namespace text box, type root\CIMV2 and then click Connect.


15. On the Class Info dialog box, in the Enter superclass name text box, type the value that you recorded above in step 8 and then click OK.

16. In the Query Result dialog box, double-click the instance with the HotFixId value of KB889101.

17. On the Object editor dialog box, click Show MOF.

18. Verify from the MOF information that this is the hotfix for Windows Server 2003 Service Pack 1 and then click Close.

19. Close any remaining open windows.

In following procedure, you will create a WMI Query Manifest.

✔ To Create a WMI Query Manifest

1. Click Start, point to All Programs | DCM Solution and then click DCM Authoring Tool.

2. In the right-hand pane, click Create a new configuration.

3. In the left-hand pane, right-click Manifest and click Add Group.

4. In the right-hand pane, in the Name text box, type Checker and then click Commit changes.

5. In the left-hand pane, right-click Group: Checker and click Add DataSource | WMI.

6. In the Name text box, type HotFixChecker. In the Namespace text box, type root\CIMV2

7. In the WMI Class name text box, type Win32_QuickFixEngineering and then click Commit changes.
8. In the left-hand pane, right-click **WMI: HotFixChecker** and click **Add Setting**.

9. In the right-hand pane, in the **Property** text box, type **HotFixID** and then click **Commit changes**.

10. In the left-hand pane, right-click **Setting: Property="HotFixID"** and click **Add Rule**.

11. In the right-hand pane, in the **Rule Name** text box, type **HotfixID**. For **Rule Type**, select **Active** and then click **Build Rule Query**.

12. On the **Rule Query Builder** dialog box, in the **Functions** drop-down box, click **exists**.

13. In the **Expression** text box, type **KB999999** and then click **Save Rule**.

**Note** You are entering an incorrect KB number so that an error will be generated.

14. In the **Event Description** text box, type **SP1 is not installed**

15. In the **EventID** text box, type **9999**

16. In the **Severity** drop-down box, click **Error** and then click **Commit changes**.

17. Minimize the **Desired Configuration Monitoring Solution Authoring Tool** window.
Exercise 2
Creating a Registry Service Configuration Manifest

Scenario: Your IT Manager now wants you to check all of the Exchange servers in the organization to ensure that the Microsoft Exchange System Attendant service startup type is set to automatic.

Normally a service startup type of automatic would be indicated in the registry by a value of 2. As this is a scenario, we will query for the value 3 and use this as the fictitious value for an automatic start-up of a service to ensure we generate an event that appears to show non-conformance.

In this exercise, you will use Registry Editor to locate the registry key that identifies the startup status of the System Attendant service and then use the DCM UI to create a service configuration manifest to detect the status of this service on the servers in your organization.

To Use Registry Editor to locate the System Attendant service

1. Click Start | Run, type regedit, and then click OK.
2. In the left-hand pane, expand HKEY_LOCAL_MACHINE\SYSTEM\CurrentControlSet\Services and locate the subkey for the Microsoft Exchange System Attendant service.
3. Write the name of the subkey below:
   
   Note  You will see that the Start entry has a value of 2 which indicates that it is set to automatic startup. For the purposes of this lab, we will assume that 3 is the correct value for automatic startup.

In the following procedure, you will create a Registry Query Manifest.

To create a Registry Query Manifest

1. From the Taskbar, click Desired Configuration Monitoring Solution Authoring Tool.
2. In the left-hand pane, right-click Manifest and click Add Group.
3. In the right-hand pane, in the Name text box, type Registry_Query and then click Commit changes.
4. In the left-hand pane, right-click Group: Registry_Query and click Add DataSource | Registry.
5. In the right-hand pane, in the Name text box, type ExchangeSA. From the Hive name drop-down box, click HKEY_LOCAL_MACHINE.
6. In the **Key name** text box, type the subkey path specified in Task 1, step 2, followed by a backslash (\) and the subkey that you recorded in Task 1, step 3. Select **Base** from the Scope dropdown.

7. Click **Commit changes**.

8. In the left-hand pane, right-click **Registry: ExchangeSA** and click **Add Setting**.

9. In the right-hand pane, in the **Registry Value** text box, type **Start** and then click **Commit changes**.

10. In the left-hand pane, right-click **Setting: Registry Value="Start"** and click **Add Rule**.

11. In the right-hand pane, in the **Rule Name** text box, type **ExchSA_Service_Startup_Type**. For **Rule Type**, select **Active** and then click **Build Rule Query**.

12. On the **Rule Query Builder** dialog box, in the **Functions** drop-down box, click **No Functions**.

13. In the **Expression1** drop-down box, ensure **Start** is selected. In the **Operator** drop-down box, ensure != is selected.

14. Click the **TextBox** button next to the **Expression2** drop-down box. In the **Expression2** text box, type **3**, and then click **Save Rule**.

15. In the **Event Description** text box, type **The Exchange System Attendant Startup Mode is not Automatic**

16. In the **EventID** text box, type **9998**

17. In the **Severity** drop-down box, click **Warning** and then click **Commit changes**.

18. Minimize the **Desired Configuration Monitoring Solution Authoring Tool** window.
Exercise 3
Creating a File System Service Configuration Manifest

**Scenario:** You receive a call from the server administration team. They have been encountering a problem with servers randomly restarting and have isolated the problem to an incorrect ACPI driver version. You must check all servers to see which ACPI driver version they have.

In this exercise, you will use the DCM UI to create a service configuration manifest to detect the ACPI driver version installed on the servers in your organization.

**To Create a File System Query Manifest**

1. From the Taskbar, click Desired Configuration Monitoring Solution Authoring Tool.

2. In the left-hand pane, right-click Manifest and click Add Group.

3. In the right-hand pane, in the Name text box, type FileSystemChecker and then click Commit changes.

4. In the left-hand pane, right-click Group: FileSystemChecker and click Add DataSource | File System.

5. In the right-hand pane, in the Name text box, type Check_ACPI_Driver_Version. In the Absolute path text box, type C:\WINDOWS\system32\drivers\acpi.sys and then click Commit changes.

6. In the left-hand pane, right-click File: Check_ACPI_Driver_Version and click Add Setting.

7. In the right-hand pane, in the File Type drop-down box, click Version and then click Commit changes.

8. In the left-hand pane, right-click Setting: File Type="Version" and click Add Rule.

9. In the right-hand pane, in the Rule Name text box, type ACPI_Driver_Version. For Rule Type, select Active and then click Build Rule Query.

10. On the Rule Query Builder dialog box, in the Functions drop-down box, click No Functions.

11. In the Expression1 drop-down box, ensure Version is selected. In the Operator drop-down box, ensure != is selected.

12. Click the Text Box button next to the Expression2 drop-down box. In the Expression2 text box, type 5.1.2600.2180, and then click Save Rule.
13. In the Event Description text box, type Incorrect ACPI Driver is Installed

14. In the EventID text box, type 9997

15. In the Severity drop-down box, click Warning and then click Commit changes.

Exercise 4
Creating an Active Directory Service Configuration Manifest

Scenario: The enterprise administrator is responsible for ensuring the availability of Active Directory to all Woodgrove National Bank users and applications.

Recently, some of the Flexible Single Master Operations (FSMO) role holders were changed as part of a minor change request carried out on a domain controller. This resulted in several thousand users being unable to logon to the network.

He has asked you to help him be aware of any unauthorized Active Directory changes by producing an event log error if FSMO Role Holders are changed.

In this exercise, you will use the DCM UI to create a service configuration manifest to identify the FSMO role holders on the Woodgrove.com Active Directory domain.

To create an Active Directory Query Manifest

1. From the Taskbar, click Desired Configuration Monitoring Solution Authoring Tool.

2. In the left-hand pane, right-click Manifest and click Add Group.

3. In the right-hand pane, in the Name text box, type Active_Directory_Checker and then click Commit changes.

4. In the left-hand pane, right-click Group: Active_Directory_Checker and click Add DataSource | Active Directory.

5. In the right-hand pane, in the Name text box, type Query_FSMO_Role_Owner. In the DN Name text box, type DC=WOODGROVE,DC=COM. In the Search Scope dropdown, select Base and then click Commit changes.

6. In the left-hand pane, right-click Directory: Query_FSMO_Role_Owner and click Add Setting.

7. In the right-hand pane, in the Property text box, type fSMORoleOwner and then click Commit changes.

8. In the left-hand pane, right-click Setting: Property="fSMORoleOwner" and click Add Rule.

9. In the right-hand pane, in the Rule Name text box, type FSMO. For Rule Type, select Active and then click Build Rule Query.

10. On the Rule Query Builder dialog box, in the Functions drop-down box, click No Functions.

11. In the Expression1 drop-down box, ensure fSMORoleOwner is selected. In the Operator drop-down box, ensure != is selected.
12. Click the TextBox button next to the Expression2 drop-down box. In the Expression2 text box, type CN=NTDS Settings,CN=SERVER01,CN=Servers,CN=Default-First-Site-Name,CN=Sites,CN=Configuration,DC=WOODGROVE,DC=COM, and then click Save Rule.

13. In the Event Description text box, type FSMO Role Owner has been changed.

14. In the EventID text box, type 9996.

15. In the Severity drop-down box, click Warning and then click Commit changes.

Exercise 5
Creating an IIS Metabase Service Configuration Manifest

Scenario: Woodgrove National Bank employs a team of developers responsible for creating and supporting numerous line-of-business applications.

The Software Architect has told you that he is planning the rollout of a new application. This Web-based application requires use of C++ as the scripting language on any Web server on which the application runs.

He would like you to help him find out how many servers will need to be modified so that he can estimate the required effort and add it to his budget for the project.

In this exercise, you will use the DCM UI to create a service configuration manifest to identify the scripting language being used on Web servers in your organization.

To create an IIS MetabaseQuery Manifest

1. From the Taskbar, click Desired Configuration Monitoring Solution Authoring Tool.
2. In the left-hand pane, right-click Manifest and click Add Group.
3. In the right-hand pane, in the Name text box, type Metabase_Query and then click Commit changes.
4. In the left-hand pane, right-click Group: Metabase_Query and click Add DataSource | Metabase.
5. In the right-hand pane, in the Name text box, type Script_Language_Checker. In the Machine Name text box, type SERVER01
6. In the Key Name text box, type LM\W3SVC. In the Search Scope dropdown, select Base and then click Commit changes.
7. In the left-hand pane, right-click Metabase: Script_Language_Checker and click Add Setting.
8. In the right-hand pane, in the Property ID text box, type 7012. In the Property Name text box, type AspScriptLanguage and then click Commit changes.
9. In the left-hand pane, right-click Setting: Property ID="7012" Property Name="AspScriptLanguage" and click Add Rule.
10. In the right-hand pane, in the Rule Name text box, type ASP_Script_Language_Query. For Rule Type, select Active and then click Build Rule Query.
11. On the **Rule Query Builder** dialog box, in the **Functions** drop-down box, click **No Functions**.

12. In the **Expression1** drop-down box, ensure **7012** is selected. In the **Operator** drop-down box, ensure != is selected.

13. Click the **TextBox** button next to the **Expression2** drop-down box. In the **Expression2** text box, type **C++**, and then click **Save Rule**.

14. In the **Event Description** text box, type **ASP Script Language is not {1}**

**Note** Using {1} in the error text appends the desired value to the error message. You may also use the **Append Desired Value** button next to the **Text** text box.

15. In the **EventID** text box, type **9995**

16. In the **Severity** drop-down box, click **Information** and then click **Commit changes**.

17. In the left-hand pane, click **Manifest**. In the right-hand pane, click **Save this configuration to a new file**. When prompted for manifest type, select and save as an **Application** manifest.

18. In the **Save As** dialog box, in the **File name** text box, type **DCMHOL** and then click **Save**.

**Note** A DCMHOL.xml file already exists and is identical to what you have just created; you may overwrite this file.

Section 2 – Operating and Managing the DCM Solution

Objectives
After completing this lab, you should be able to:

- Run the DCM Application from the command line
- Use the event viewer and WBEMTEST to see if the DCM WMI class has been extended

Estimated time to complete this lab: 5 minutes

Prerequisites
Before working on this section, you must have completed Section 1.
Exercise 1
Running DCM from the Command Line

In this exercise, you will run the DCM application from the command line using the service configuration manifest created in Section 1.

✔ To browse to the DCM Command Line Application Directory

1. Click Start | Run, type cmd, and then click OK.

2. A Command Prompt window appears. Type cd\ and press ENTER.

3. Type cd program* and press ENTER.

4. Type cd Microsoft and press ENTER.

5. Type cd dcmsolution and press ENTER.

6. Type cd dcm command* and press ENTER.

You will see the command prompt as follows:
C:\Program Files\Microsoft\DCMSolution\DCM Command Line Wrapper>

In the following procedure, you will use WMI Tools to determine location of SP1 in WMI Repository.

✔ To Execute the DCM Command Line Application

1. Type rundcm DCMHOL.xml DCMHOL_OP.xml and press Enter

The application will execute and process your configuration file. If you have made an error in your configuration file, you will see the errors referenced on the screen.
Exercise 2

Verifying DCM Command Line Function

In this exercise, you will verify that DCM events have been created in the event log. You will then use WBEMTEST to verify the WMI class has been extended.

To verify that DCM piped results to the event log

1. Click Start, point to Administrative Tools and click Event Viewer.
2. Look in the Application log for the DCM alerts.

To use Wbemtest to verify that DCM WMI class has been added

1. Click Start | Run, type WBEMTEST, and click OK.
2. On the Windows Management Instrumentation Tester dialog box, click Connect.
3. In the Namespace text box, type root\DCMSolution and then click Connect.
4. On the Windows Management Instrumentation Tester dialog box, in the IWbemServices pane, click Enum Instances.
5. On the Class Info dialog box, in the Enter superclass name text box, type DCMClass and then click OK.
6. Double-click on any of the instances.
7. On the Object editor dialog box, click Show MOF.
   In this you will see the details of the DCM conformance information for the event.

Note: If you cannot connect to the DCMSolution using WBEMTEST, it means that the application did not install correctly using Microsoft Systems Management Server. The DCM application looks to see if the class has been extended the first time it runs, if it does not exist, it creates it.

8. Close all open windows and dialog boxes.
Section 3 – Deploying DCM Solution Components Using SMS

Objectives
After completing this lab, you should be able to:

• Demonstrate how to use SMS 2003 to create a package containing DCM components and service configuration manifest

• Demonstrate how to use SMS 2003 to create an advertisement for deployment of DCM packages to servers

Estimated time to complete this lab: 15 minutes

Prerequisites
Before working on this lab, you must have completed Section 1, and you will need to make the following changes to SMS. (These are necessary to change the duration at which the WMI information is generated by SMS as well as modify the default period at which clients are notified of new packages.)

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1. Select Start > All programs > Systems Management Server > SMS Administrator Console.

2. When the SMS Administrator Console opens, expand the site database (001 - Woodgrove National Bank), expand the site hierarchy, expand 001 – Woodgrove National Bank, and then expand Site Settings.

Figure 1: SMS Management Console
3. Select **Client Agents**.

4. In the Name pane, double-click **Hardware Inventory Client Agent**.

![Figure 2: SMS Hardware Inventory](image)

5. On the **General** tab, select **Full schedule**, and then click the **Schedule** button.

![Figure 3: SMS Scheduler](image)

6. When the Schedule window opens, in the **Recur every** box, change the recurrence interval to 5 minutes, as shown in Figure 3. Click **OK** and close window when finished.
Exercise 1
Using SMS to Create a DCM Solution Package

In this exercise, you will use the SMS 2003 UI to create a software package containing the core DCM components and the software configuration manifest that you created in Lab 1.

To create an SMS Package

Note Packages are the files and instructions that SMS uses to distribute software to clients.

1. Click Start menu, point to All Programs | Systems Management Server and click SMS Administrator Console.
4. Right-click Packages and click New | Package.
5. On the Package Properties dialog box, click the General tab.
6. In the Name text box, type DCMSolution. In the Version text box, type 1.0.
7. In the Publisher text box, type Microsoft. In the Language text box, type English.
8. In the Comment text box, type This package was created to deploy DCM to client machines and then click the Data Source tab.
9. Ensure that This package contains source files check box is selected.
10. In the Source directory pane, click Set.
11. In the Source directory location pane, select Local drive on site server.
12. In the Source directory text box, use the browse function or type C:\Program Files\Microsoft\DCMSolution\DCM Command Line Wrapper and then click OK.
13. On the Package Properties dialog box, click OK.
Exercise 2
Using SMS to Deploy the DCM Solution Package

In this exercise, you will use the SMS 2003 UI to advertise and deploy the software package containing the core DCM components and the software configuration manifest that you built in Exercise 1.

To advertise the DCM Package

Note After creating a software distribution package and programs, you need to advertise the program that you want the clients to run. Advertising the program makes a program available to a specified target collection. Advertisements are evaluated by SMS to determine which clients receive a specific program that runs on their computers.

1. In the left-hand pane, browse to **Systems Management Server | Site Database (001 – Woodgrove National Bank) | Packages | Microsoft DCMSolution 1.0 English | Programs**.

2. In the right-hand pane, right click **DCM** and click **All Tasks | Distribute Software**.

3. On the **Welcome to the Distribute Program Wizard** page, click **Next**.

4. On the **Distribution Points** page, in the **Distribution points** pane, click **Select All** and then click **Next**.

5. On the **Advertisement Target** page, click **Browse**.

6. On the **Browse Collection** dialog box, click **All Systems** and then click **OK**.

7. On the **Advertisement Target** page, click **Next**.

8. On the **Advertisement Name** page, in the **Comment** text box, type **Advertisement created for DCM Solution** and then click **Next**.

9. On the **Advertise to Subcollections** page, click **Next**.

10. On the **Advertisement Schedule** page, accept the default settings and click **Next**.

11. On the **Assign Program** page, select **Yes. Assign the program** and then click **Next**.

12. On the Completing the **Distribute Program Wizard** page, click **Finish**.
To configure the Package Advertisement

1. In the left-hand pane, browse to Systems Management Server | Site Database (001 – Woodgrove National Bank) | Advertisements.

2. In the right-hand pane, right-click DCMSolution – DCM to All Systems and click Properties.

3. On the DCMSolution – DCM to All Systems Advertisement Properties dialog box, click the Schedule tab.

4. In the Mandatory Assignments pane, double-click the entry.

5. On the Assignment Schedule dialog box, click the Schedule button.

6. On the Schedule dialog box, in the Recurrence pattern pane, select Interval. Set the Recur every value to 5 minutes, and then click OK.

7. On the Assignment Schedule dialog box, click OK.

8. Click the Advanced Client tab.

9. For the When a distribution point is available locally option, select Download program from distribution point and then click OK.
Section 4 – Reporting Compliance with DCM

Objectives

After completing this lab, you should be able to:

- Demonstrate how to view reports generated by the DCM Solution
- Demonstrate how to export DCM reports to a .csv file

Estimated time to complete this lab: 10 minutes

Prerequisites

Before working on this lab, you must have completed all previous labs.

Prior to beginning Lab 4, please complete the following step which will enable SMS to collect the reporting data.

1. In Systems Management Properties, on the General tab, select Start > Control Panel, and then click Systems Management.

![Figure 4/5: SMS Systems Management Properties]

2. Select the Actions tab, select Hardware Inventory Cycle, and then click Initiate Action. This will publish the WMI inventory information to the SMS Site Server database.
Exercise 1
Viewing DCM Reports

In this exercise, you will use the DCM reports viewer to view the reports generated from the service configuration manifests created in Section 1.

To view the DCM Reports

1. Click Start, point to All Programs | DCM Solution, and then click DCM Reports.
2. On the Report Manager page, click DCM Reports.
3. DCM Reports will open to the default page.

To view an Out of Compliance Report

1. Click Out of Compliance Reports folder.
2. Click Out of Compliance by Collection.
   The report is generated.
3. In the Out of Compliance by Collection Report pane, scroll down and expand the All Systems node to see the out of compliance information.
4. To see details on an individual report, click the out of compliance item.

To perform a Parameter-driven Search

1. From within the Out of Compliance by Collection. In the Select a Collection drop-down box, in the field Enter Start Date type 6/1/2005, click All Windows Server Systems, and then click View Reports.
2. In the Out of Compliance by Collection Report pane, scroll down and expand the All Windows Server Systems node to see the out of compliance information.
3. To see details on an individual report, click the out of compliance item.
Exercise 2
Exporting DCM Reports

In this exercise, you will export DCM report information to a .csv file.

To export the information

1. Click Home and then click DCM reports | Out of Compliance by Collection to go back to the Out of Compliance by Collection screen, in the field Enter Start Date type 6/1/2005, and then click View Reports.

2. In the Select a format drop-down box, you will see all the applicable formats that can be exported.

3. Click CSV (comma delimited) and click Export.

4. On the File Download dialog box, click Save.

5. On the Save As dialog box, click Desktop, and then click Save.


7. On the desktop, double-click Out of Compliance by Collection.csv to view the information.

Note  Exported report includes a line that reads: textbox11,textbox23,textbox20,textbox26,textbox24,textbox28,textbox6,Out_of_Compliances_1
Please disregard this line.