



First steps with Axence nVision®

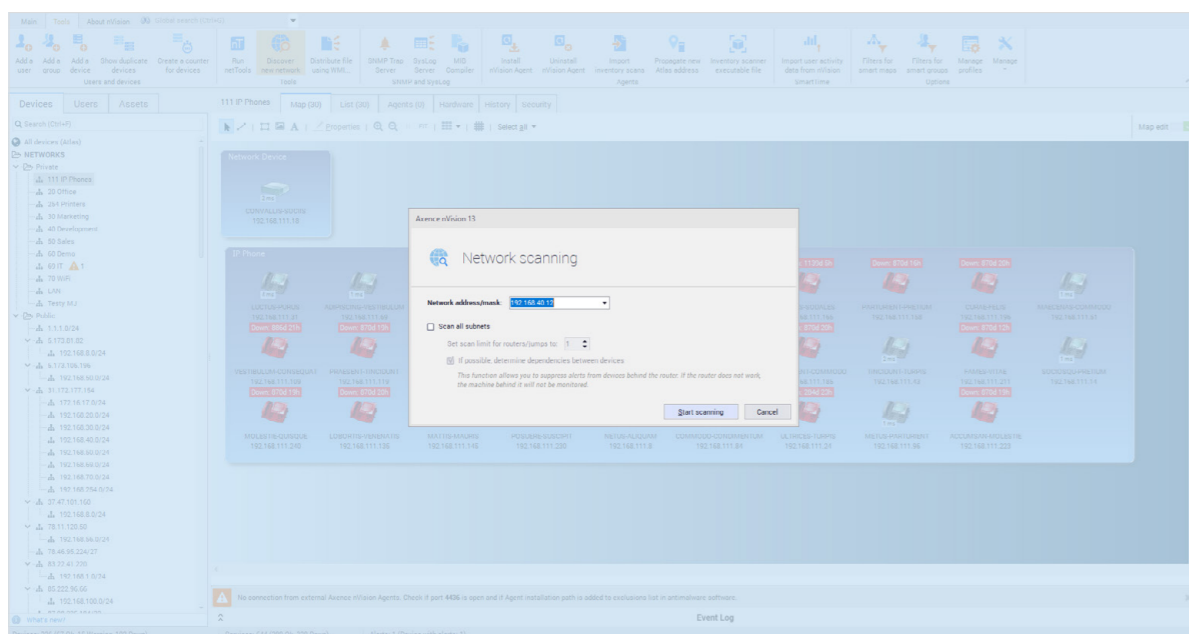
Find out how to get started with
our software quickly.

Have you installed the software and don't know what to do next? Use the User Manual below, which will guide you step by step through the basic configuration and facilitate testing of the most important features.

1. Scan the company network and create its map

The nVision software has a built-in scanner that detects all devices on the network and services running on them (including HTTP, FTP, e-mail, database servers, etc.).

- Select the **Tools tab**, then click the **Discover New Network** option.
- Define the Scan options and click the **Scan button**.



After scanning the network, all detected devices will be automatically monitored based on detected network services that responded in the scanning process.

The list of devices, services, and parameters that you can monitor can be found [here](#).

2. Install the nVision Agent

Agent is a program that is installed on monitored computers in order to be able to:

- collect information about user activities,
- inventory hardware and software,
- monitor connected storage media,
- use the HelpDesk module for remote technical support.

[\(?\) Check the available installation methods and select the one that suits you best.](#)

After installing, wait at least 30 minutes and check if the data is being collected in the nVision console.

Important: To make sure that the software works properly, add the installation directory to the exclusions of the antivirus and firewall software you are using (details on how to do this can be found on the manufacturers' websites).

3. Connect the Active Directory server (if functional in your organization)

With the help of Active Directory, you can easily and quickly import all users (including groups, organizational units and hardware) to Axence nVision®, and thus monitor the entire organization.

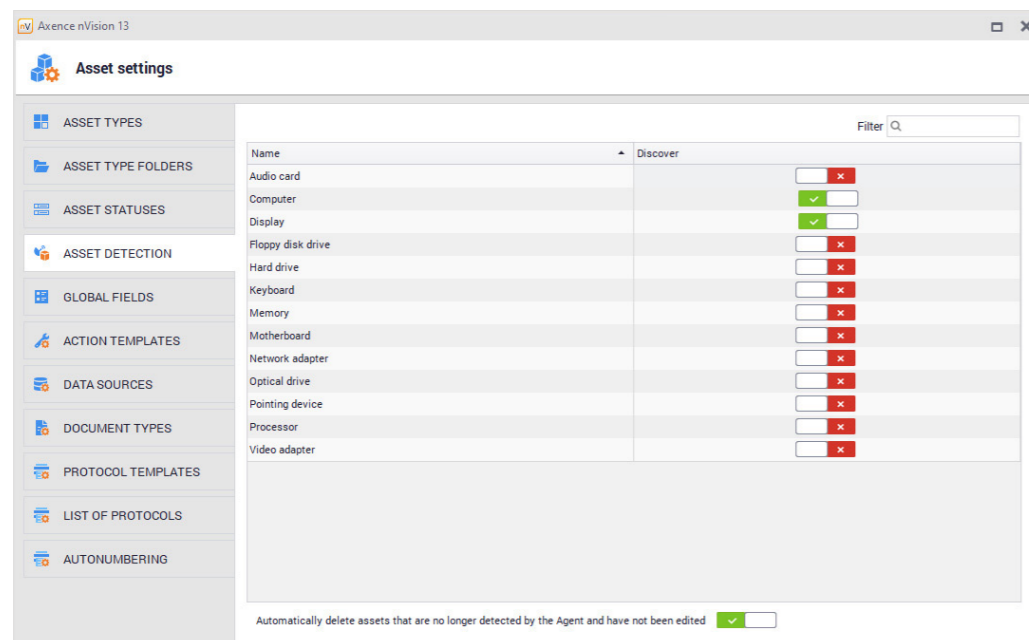
[\(?\) See how to synchronize Active Directory with the nVision database.](#)

4. Add assets, documents and licenses in the Inventory module

The Inventory module enables an organization to easily manage hardware, software, and documents. To get to know its basic features, try adding a few of the following components:

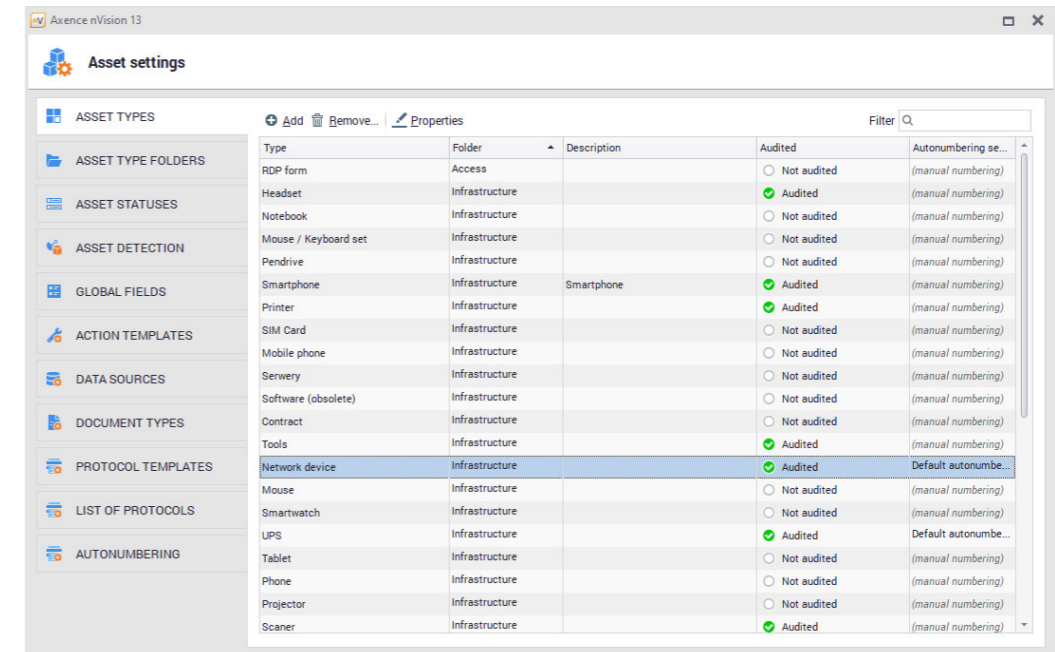
4.1. Specify assets to be detected automatically on computers with the Agent installed:

- *Main tab > Asset Settings window > Asset Detection tab.*



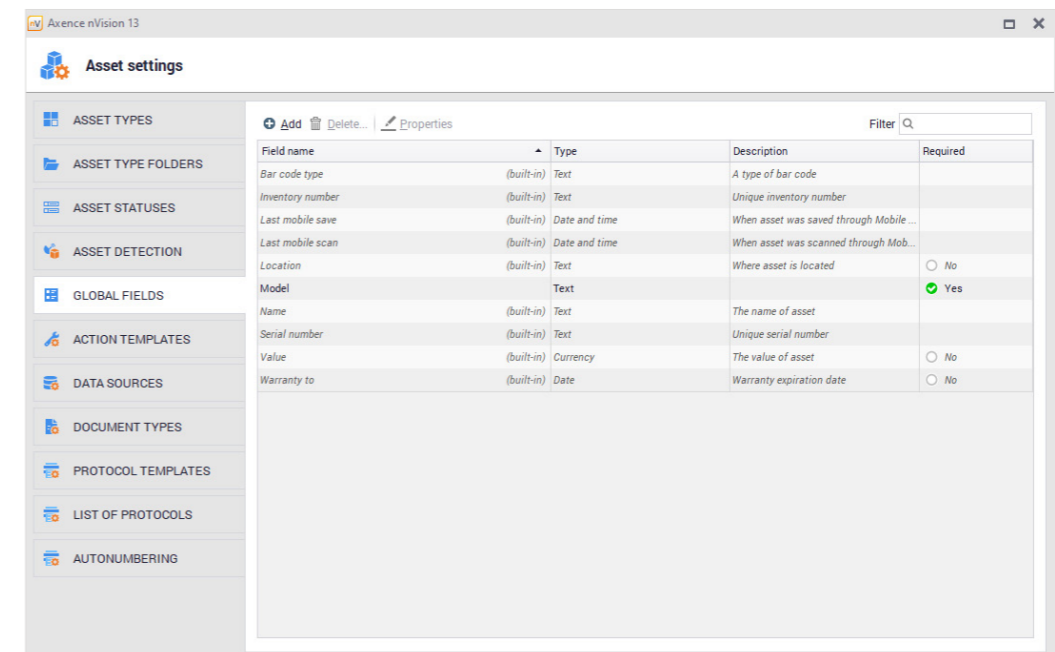
4.2. Add the types of assets you want to monitor (e.g. monitors, computers, printers):

- *Main tab > Asset Settings window > Asset Types tab > Add.*



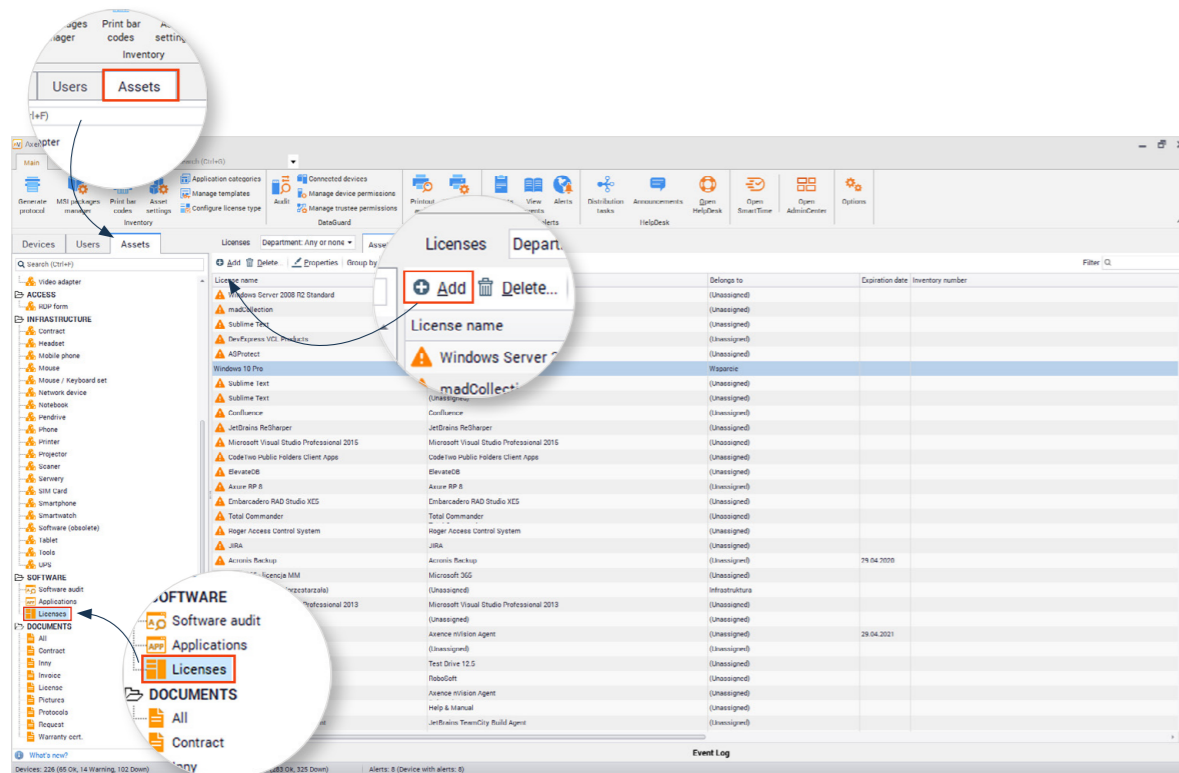
4.3. Add global fields that you will use to describe the assets:

- *Main tab > Asset Settings > Global Fields > Add.*



4.4. Add a software license:

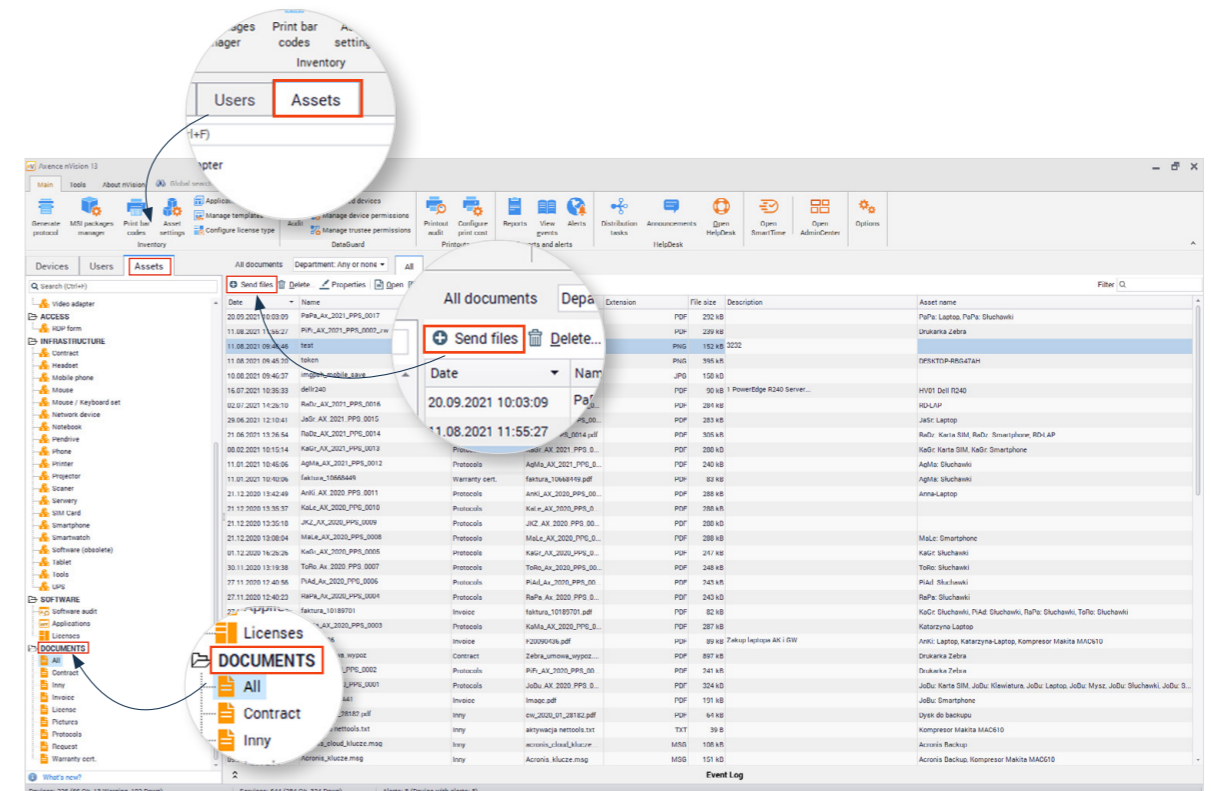
- Assets > Software > Licenses > Add.



- Enter the necessary data, and then assign the appropriate application to it.

4.5. Add a document:

- Assets tab > Documents > Select the document type > Send files.



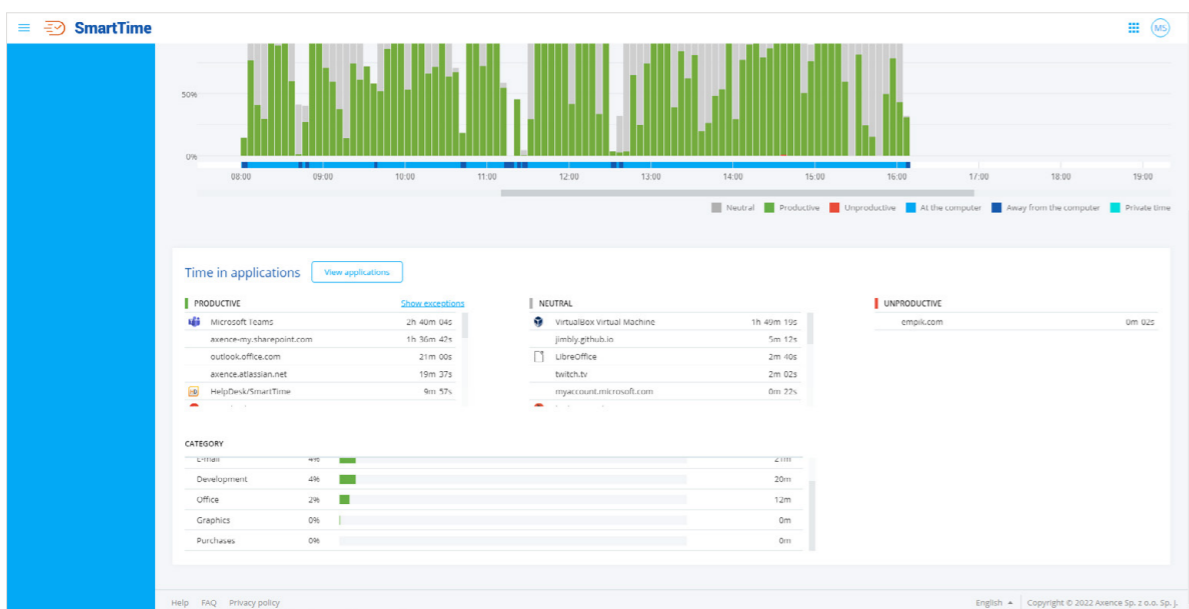
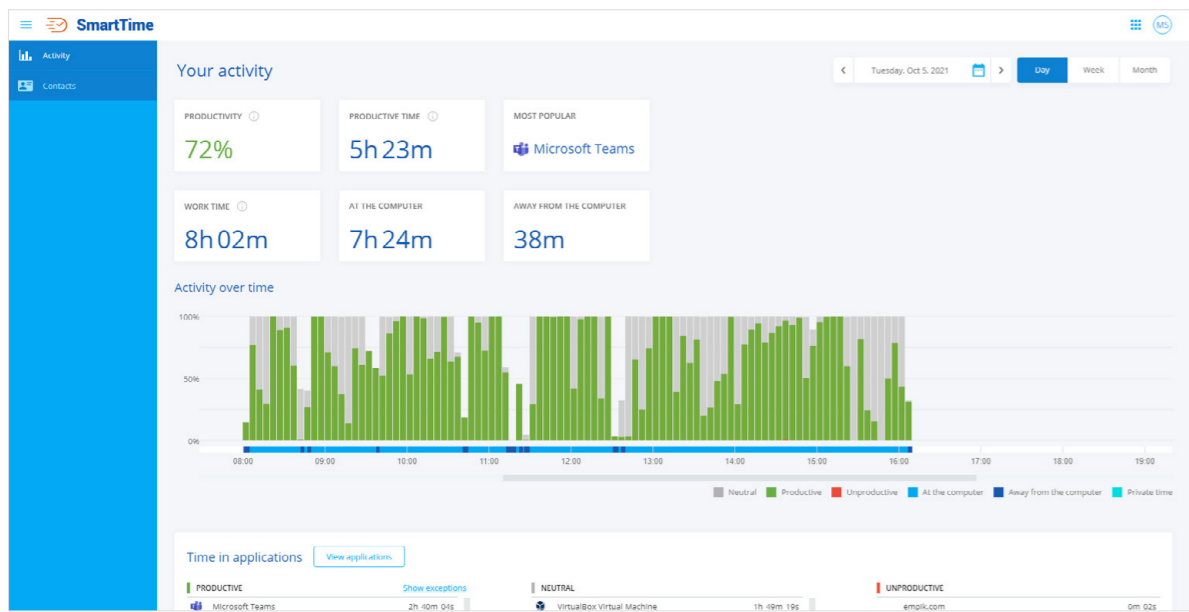
- Enter the necessary data (here you can also associate documents with any assets).

6. Analyze productivity in the SmartTime module

SmartTime will allow you to detect performance drops in individual teams and identify unproductive websites and applications.

6.1. Verify that the app is collecting data. In the console, select:

- **Main tab > Open SmartTime** > Click through the interface and see if there is data about user activity there.



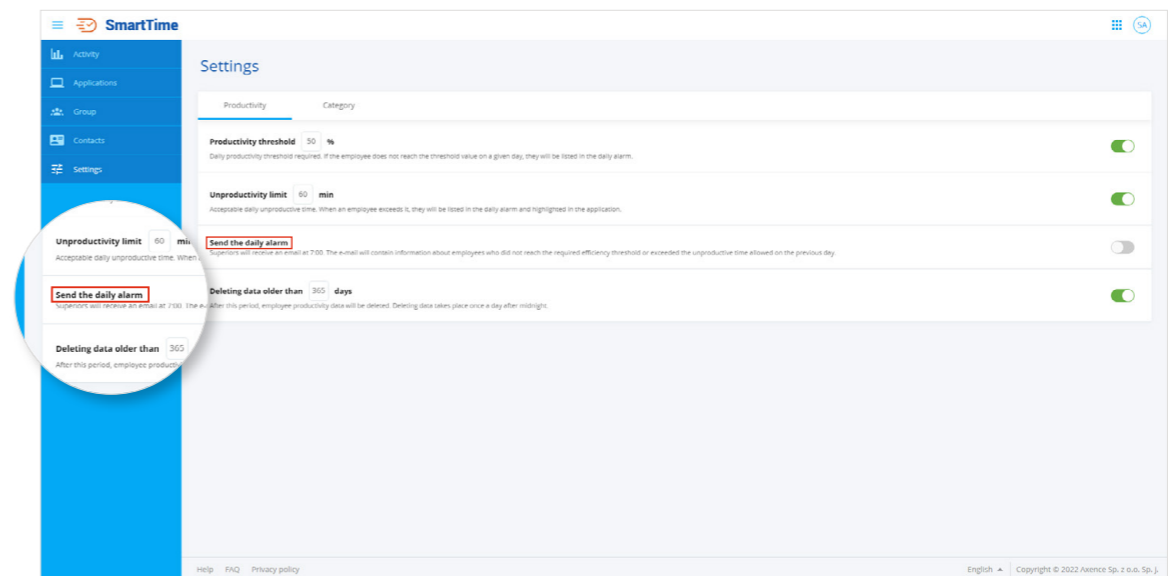
6.2. Mark applications that are productive, unproductive and neutral.

In the **Applications tab**, you will see a list of all applications running on computers with the agent.

- Click **the action icon (gear)** next to each application > Assign the correct status.

6.3. Set the productivity thresholds and check how the notifications informing about exceeding them work:

- **Settings** > Enter the expected values and enable the option **Send the daily alarm**.



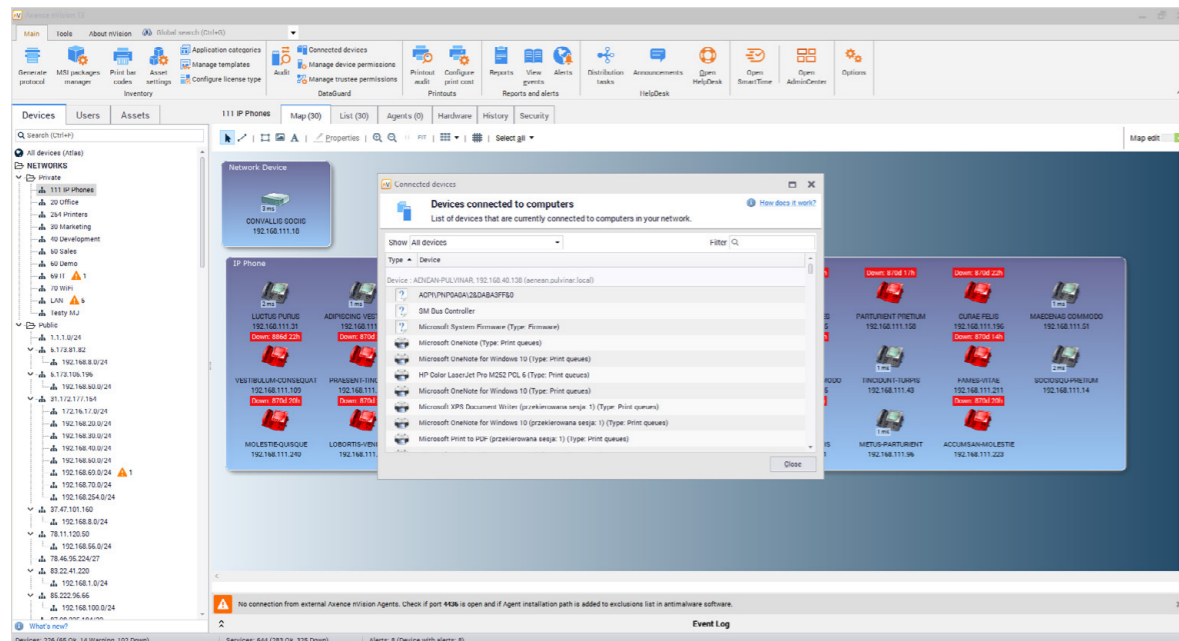
The next day check if the report has arrived at your e-mail address.

7. Lock the storage media devices in the DataGuard module

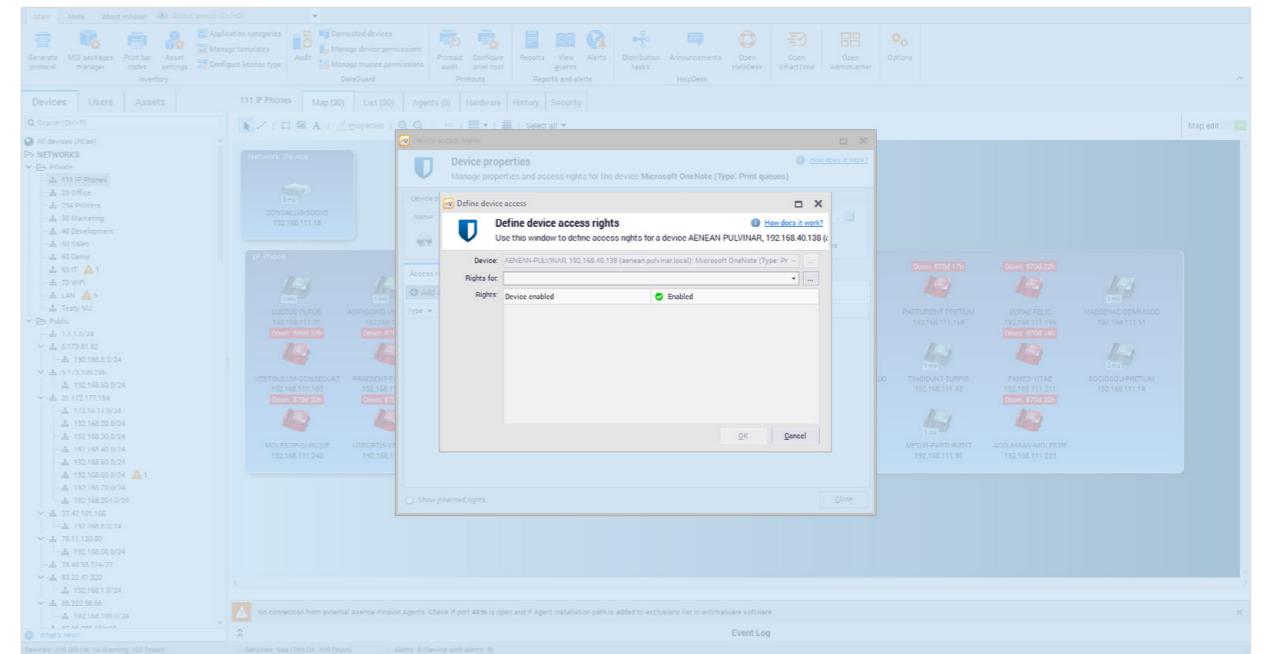
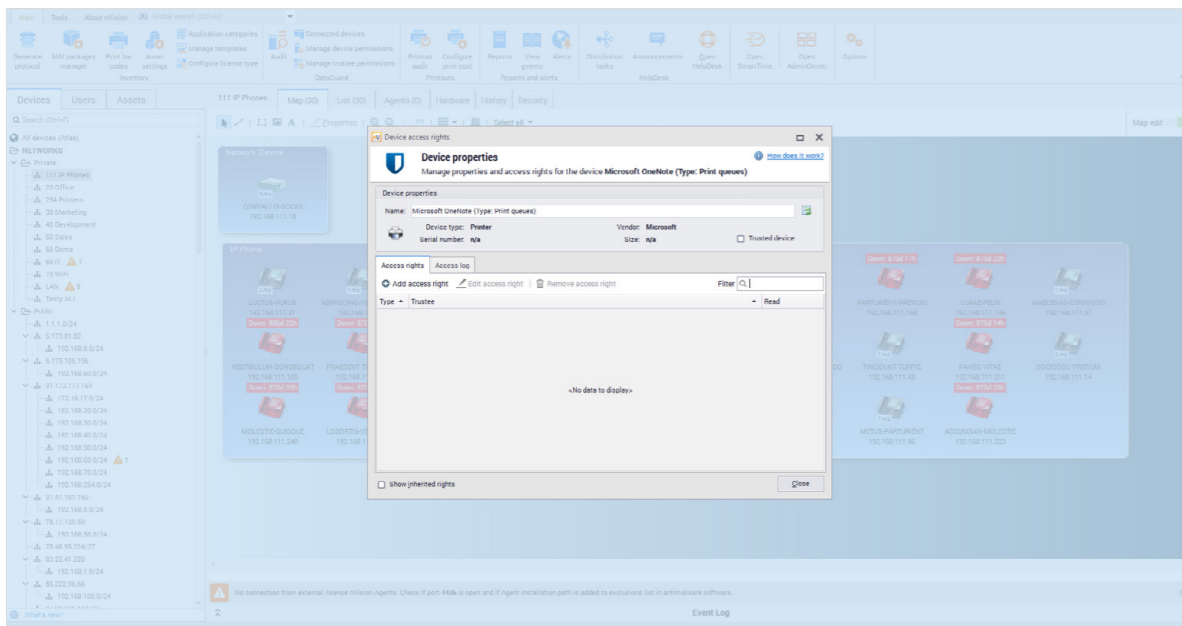
Protect yourself against taking away valuable and confidential information.

7.1. Block the memory stick in DataGuard:

- *Main tab > Connected devices > Select and double-click the device you want to block > Click Add access rights.*



- Define the permissions you want to block > *Select the User, Group or Atlas* for which you want to set the selected blockades / permissions.

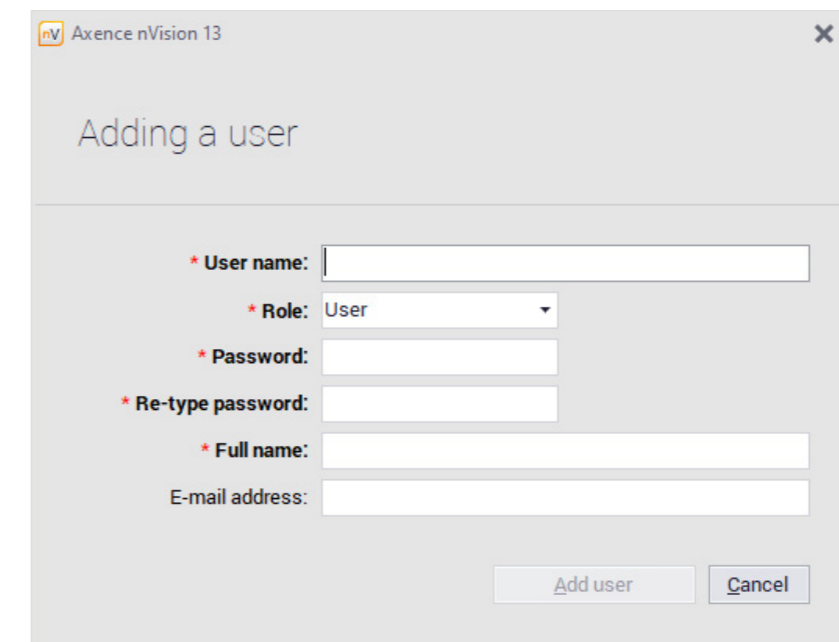


8. Try the other modules and web features

a) HelpDesk

8.1. Add a Test user.

- *Main tab > Users > Adding a user.*



Enter the username, password, and assign a role and permissions to it.

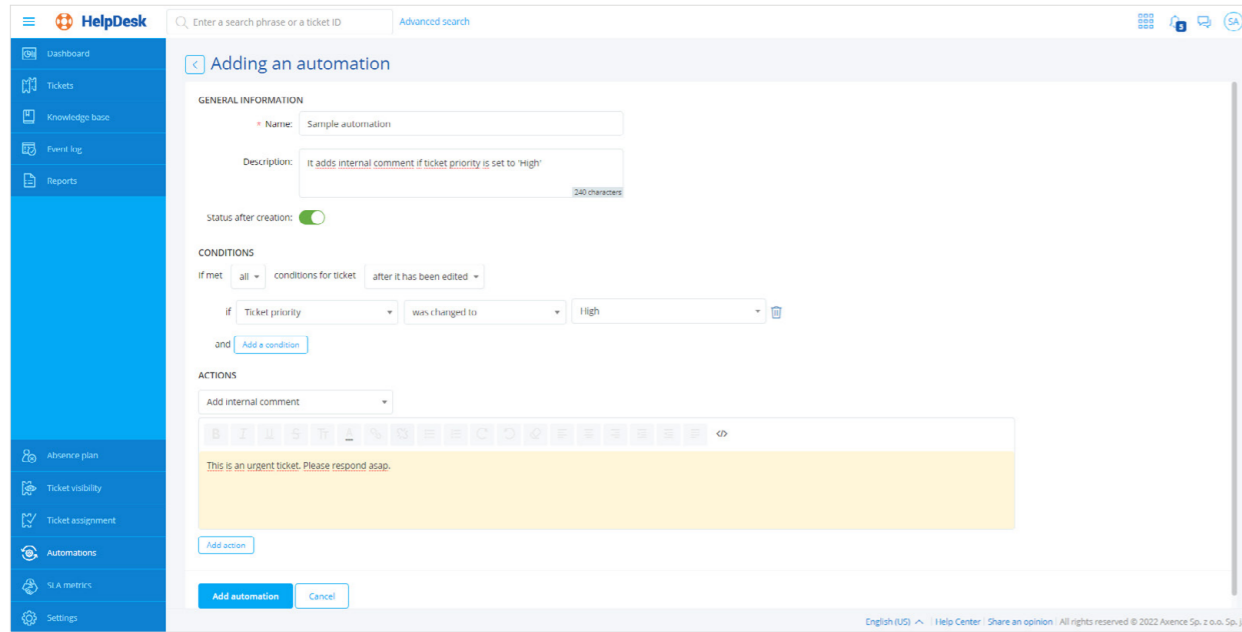
[\(?\) \(other ways to add users can be found here\)](#)

8.2. Create a ticket assignment rule and add an example automation:

- *Open HelpDesk > Automations > Add Automation.*

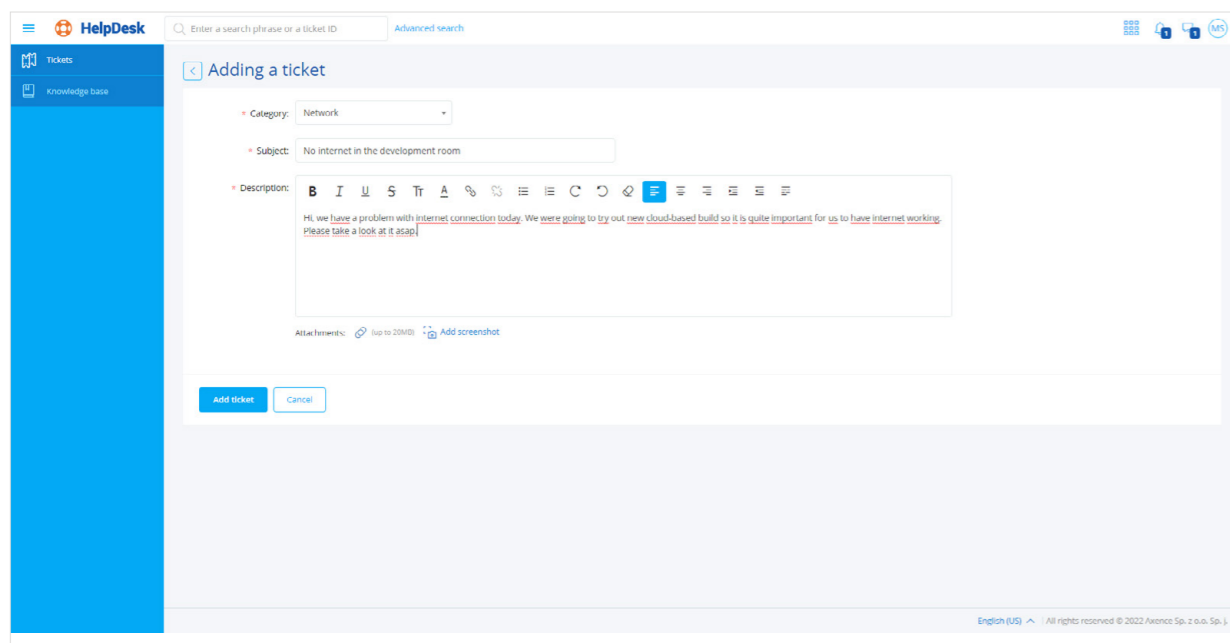
Enter its name and define:

- *conditions* - when the automation is to start,
- *actions* - what is going to happen.



8.3. Add a new ticket. In the HelpDesk interface, select:

- *Tickets > Adding a ticket > Enter all the necessary data.*

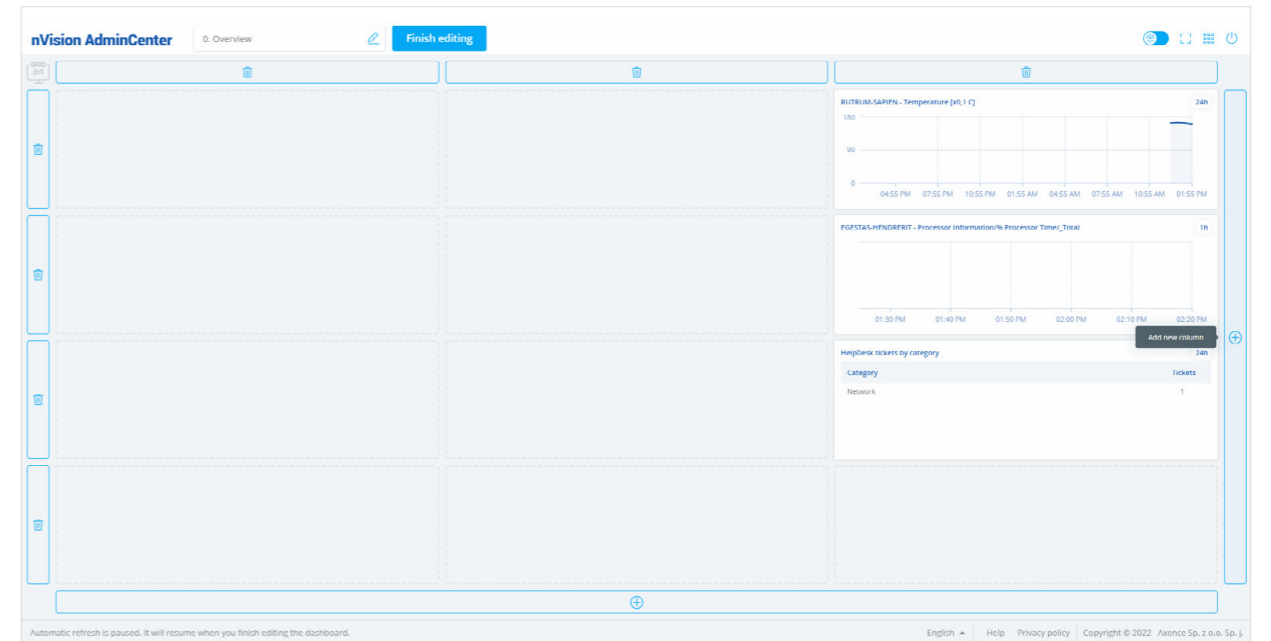


b) AdminCenter

- *Main tab > Open AdminCenter.*

8.4. Add rows and columns*:

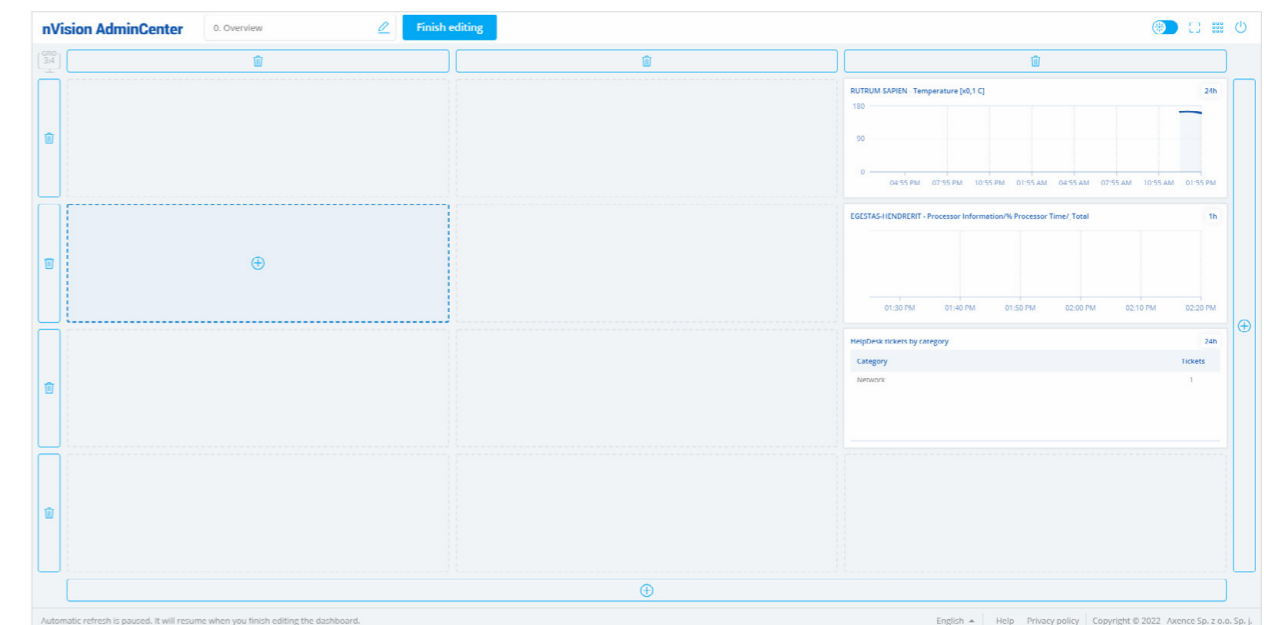
- *Edit Dashboard > Click on the „+“ icon on the right or bottom edge.*

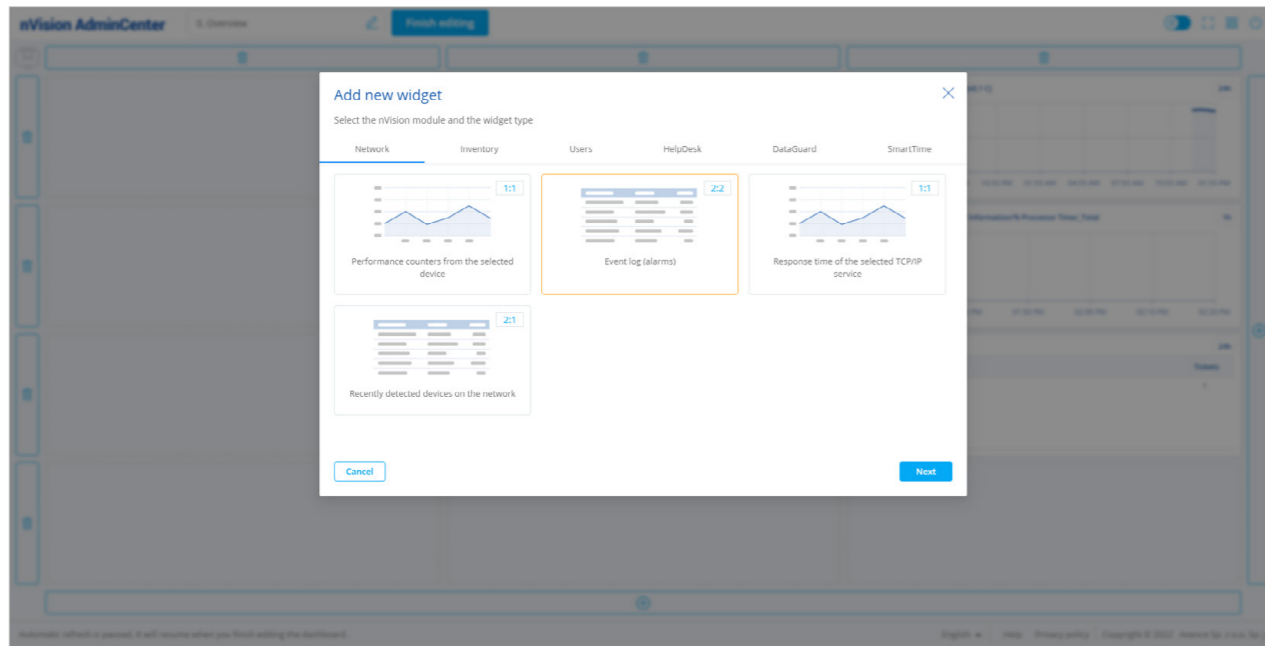


*In the Freemium version you can create only one dashboard.

8.5. Add widgets **:

- *Edit dashboard > click „+“ anywhere on the grid > Select the widget you want to add > Add.*

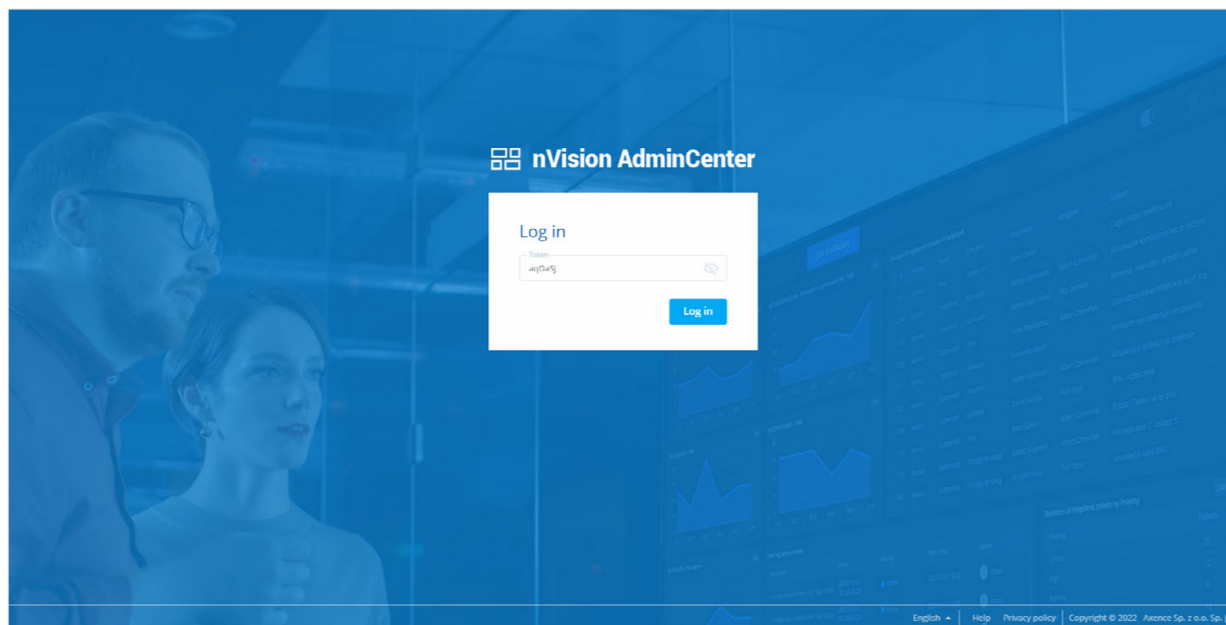




**In the Freemium version, you can add up to 3 widgets.

8.6. Share the dashboard and verify that it is displayed in the browser:

- Expand *the list of dashboards* > Click *the share icon* > Copy the link and the access token and display it in the browser.



First steps with Axence nVision®

If you need detailed information on software configuration,
[read the Axence nVision® manual.](#)

We also encourage you to participate in our webinars, during which
our expert presents the most important features.

[Register](#)