



GETTING AROUND IN HP WEB JETADMIN

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OVERVIEW

HP Web Jetadmin is an imaging and printing device-management solution capable of discovering many different device models from various manufacturers. It includes a broad set of menu features and convenient drop-down lists that make it easy to efficiently manage devices.

TOP MENU BAR FEATURES

The top menu bar is always present. It changes depending on the application view, presence of plug-ins, or the version of HP Web Jetadmin. This makes it easy for users to find the right functionality without having to change to a different view.

Across the top menu bar are the following choices:

- **File:** Add new roles, users, templates, groups, print queues, and device pre-configurations. You can also pre-configure drivers or exit HP Web Jetadmin.
- **View:** Customize interface settings based on the user’s credentials. Includes column layouts, filters, task modules, and preferences.
- **Tools:** Access several wizards and manage global settings. Export device attributes, discover devices, view logs, synchronize multiple installations, and configure settings for each view.
- **Help:** Get online help for HP Web Jetadmin.

File

Under the **File > New** menu are the following options (Figure 1):

- **Role:** Starts the Create Role wizard. A role is a set of permissions to HP Web Jetadmin features. Once a user is assigned to a role, that user has access to the features designated by the role. For more information, see the online help: Application Management > User Security > Roles.
- **User:** Starts the Assign User Role wizard. If you have permission to manage users in HP Web Jetadmin, you can add users to a role. A user can be added to a role with all of its permissions, or with only a subset of its permissions. For more information, see the online help: Application Management > User Security > Users.
- **Discovery template:** Starts the Create Discovery Template wizard. Discovery templates, like other templates in HP Web Jetadmin, store predefined settings that can be retrieved at a later time. Both PC-connected and network-connected printer discovery settings can be stored in templates. Once a discovery template has been created, it can be accessed through a normal discovery launch via HP Web Jetadmin or can be added into a discovery schedule. For more information, see the online help: Device Management > Discovery > Discovery Templates.
- **Group:** Starts the Create Group wizard. A device group is set of devices on your network. After you create a group, you can manipulate all of the devices in that group. You can set up device groups so that device membership is either determined manually by the user (Manual group) or automatically based on criteria you specify (Automatic group). For more information, see the online help: Device Management > Groups > Create a New Device Group.
- **Alert template:** Starts the Create Alert Subscription Template wizard. Alert templates store settings to be reused again. When an Alert Subscription Template is applied to a device as a “Linked Subscription,” the subscription will be altered if the associated template is changed. A default Alerts Subscription Template is pre-configured when HP Web Jetadmin is installed and contains a

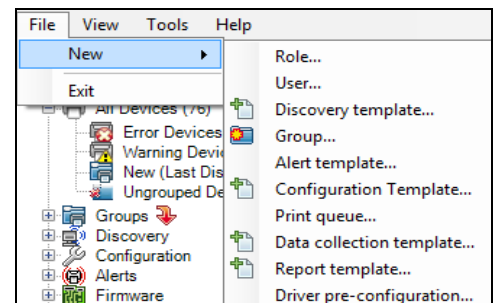


Figure 1—File > New options in top menu bar

combination of Supplies, Service, and Media Path Alerts. For more information, see the online help: Device Management > Alerts > Create a Subscription Template.

- **Configuration Template:** Starts the Create Device Configuration Template wizard. These templates are used to store device settings and apply those settings to one or more devices. This can help keep device configurations consistent and make it easy to apply a common set of settings on a regular basis. Templates are an easy way to change the settings for regularly scheduled configurations, without having to recreate the entire schedule. Templates can also be used to save many settings from a device, either for backup purposes or to apply to similar devices. For more information, see the online help: Device Management > Configuration > Configuration Templates.
- **Print queue:** Starts the Create Queue wizard. This is used to build Windows® print queues on remote systems in reference to a specific device on HP Web Jetadmin. For more information, see the online help: Print Management > Create Print Queue.
- **Data collection template:** Starts the Create Data Collection Template wizard. Before a report can be generated, data must be collected for it. Data Collection Templates help you set up more than one data collection type. For more information, see the online help: Device Management > Reports > Data Collection.
- **Report template:** Starts the Create Report Template wizard. A report template contains a set of criteria including the report type, devices, and the report format. After a report template is created, you can apply it to easily generate a report. For more information, see the online help: Device Management > Reports > Report Generation > Create a Report Template.
- **Driver pre-configuration:** Starts the Driver Pre-configuration wizard. After drivers are listed in Available Drivers, they can be pre-configured to contain settings such as “duplex-on” or “grayscale”. For more information, see the online help: Print Management > Pre-configure Driver.

View

The features in the **View** menu (Figure 2) let users customize interface settings based on the user’s credentials:

- **Column Layouts:** Starts the Column Layout Manager wizard. You can create custom views by identifying columns displayed for any device list. For more information, see the online help: Device Management > Device Lists > All About Device Lists > Columns for Device Lists.
- **Filters:** Starts the Filter Manager wizard. You can create and manage filters using the Filter Manager and Filter Editor. For more information, see the online help: Device Management > Device Lists > All About Device Lists > Filters and Device Lists.
- **Task Modules:** Opens the Task Module docking area. Task modules are flexible blocks of specific functionality designed to help a user quickly perform a task or obtain feature information. These can be found in many of the workspace pages or in the Task Module docking area. In either case, administrators can enable or disable task modules on a per-user basis. For more information, see the online help: Introduction to HP Web Jetadmin > Getting Around in HP Web Jetadmin > Page Layout in HP Web Jetadmin > Task Modules.
- **Preferences:** Displays the Preferences page which lets you manage data displayed in device lists. There are two options:
 - **Device Filters** (Figure 3): Lets users select which device lists or filters are displayed

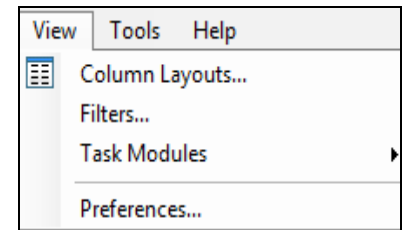


Figure 2—View menu options in top menu bar

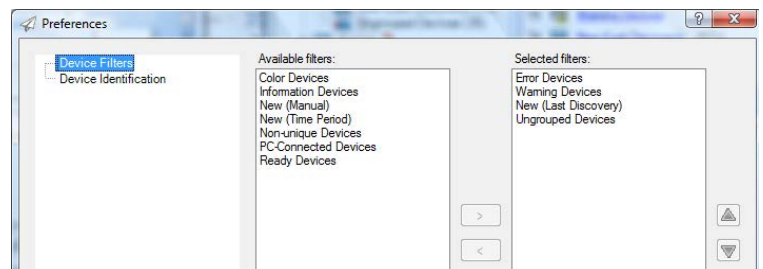


Figure 3—View > Preferences > Device Filters page

in the left navigation pane under All Devices. To make their choices, users move the filters from **Available filters** to **Selected filters**. For more information, see the online help: Introduction to HP Web Jetadmin > Getting Around in HP Web Jetadmin > Top Menu Bar Features > Device Filters.

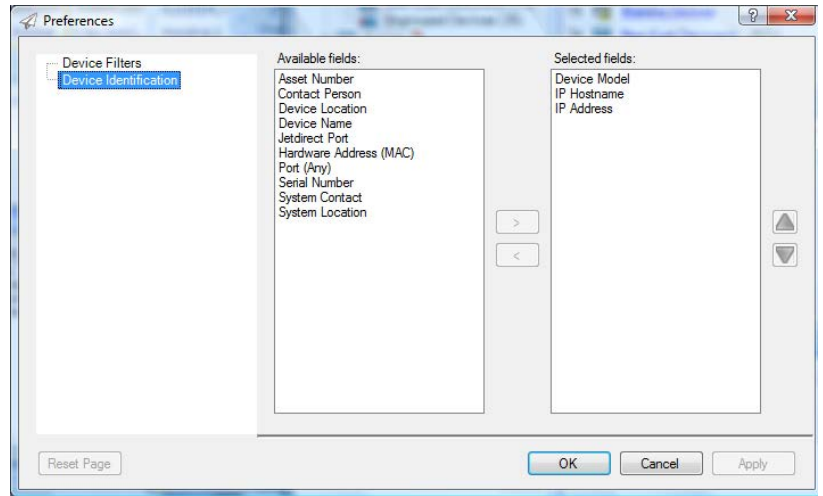


Figure 4—View > Preferences > Device Identification page

- **Device Identification**

(Figure 4): Lets users choose which columns are displayed in device list pages in Device Lists, Device Groups, and the Status tab. To make their choices, users move the column types from Available Fields to Selected Fields. Space on device lists can be limited and the columns selected should be chosen carefully. Users can customize device lists to reflect only the device information important to them. For example, one user may want to see asset number detail while another user may only need IP address and IP hostname.

For more information, see the online help: Introduction to HP Web Jetadmin > Getting Around in HP Web Jetadmin > Top Menu Bar Features > Device Identification.

Tools

The **Tools** menu (Figure 5) provides access to several important wizards and global settings including:

- **Export Devices:** Starts the Export Devices wizard. Data representing device attributes can be exported to a file and stored to disk or sent via email through SMTP. For more information, see the online help: Device Management > Device Lists > All About Device Lists > Exporting Device Data.
- **Device Discovery:** Starts the Device Discovery wizard to locate network-connected and PC-connected devices. For more information, see the online help: Device Management > Discovery > Discover Devices (the Device Discovery Wizard).
- **Application Log:** Displays the Application Log. Users can edit the log settings and also clear the log. For more information, see the online help: Introduction to HP Web Jetadmin > Getting Around in HP Web Jetadmin > Top Menu Bar Features > Application Logging.
- **Data Synchronization:** Starts the Data Synchronization wizard. Once discovered, other HP Web Jetadmin device details can be synchronized into the device details of the HP Web Jetadmin installation that performed the discovery. The devices themselves and user-selected attributes are added to the local All Devices list. For more information, see the online help: Application Management > Web Jetadmin Management > Web Jetadmin Installations > Synchronizing HP Web Jetadmin Installations.

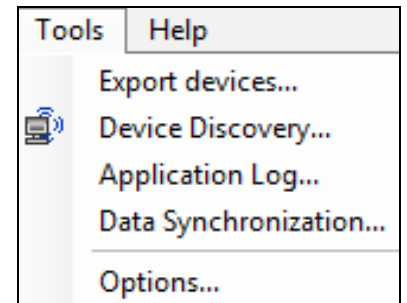


Figure 5—Tools menu options in top menu bar

- **Options:** Displays the Options menu and details for the first option on that menu. Options lets you manage configuration settings for each view (Figure 6).

For more information, see the online help, organized by views:

- Introduction to HP Web Jetadmin > Shared Configuration Options for all Views
- Introduction to HP Web Jetadmin > Device Management Configuration Options
- Introduction to HP Web Jetadmin > Application Management Configuration Options

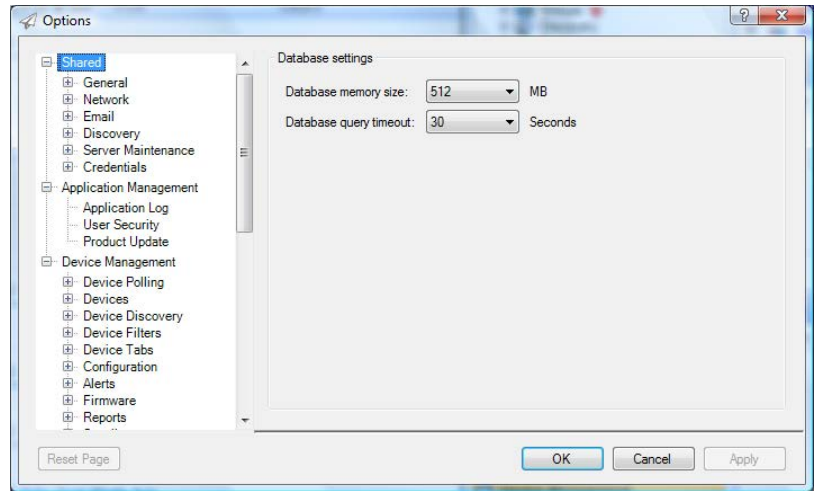


Figure 6—Tools > Options menu

Help

The **Help** menu provides online help for HP Web Jetadmin (Figure 7).

- **Context help:** Opens the online help pertaining to the current page displayed in HP Web Jetadmin.
- **Contents:** Opens the Table of Contents for online help (regardless of which page is displayed in HP Web Jetadmin).
- **Index:** Opens the Help Index.
- **Search:** Starts the Search function within Help. Currently, Search handles one-word searches.
- **HP Web Jetadmin online:** Starts a browser and takes you to the HP Web Jetadmin support page (www.hp.com/go/wja).
- **Feedback:** Allows you to send feedback directly to HP. Complete your name, email address, and your message.
- **About:** Provides version and license information for HP Web Jetadmin.

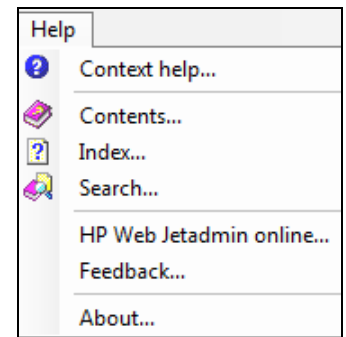


Figure 7—Help menu options in the top menu bar

LEFT NAVIGATION MENU AND RIGHT-CLICK MENU FEATURES

HP Web Jetadmin has a navigation pane on the left side of the user interface that displays a tree for the current view:

- Device Management (Figure 8)
 - Overview
 - All Devices
 - Groups
 - Discovery
 - Configuration
 - Alerts
 - Firmware
 - Reports
 - Storage

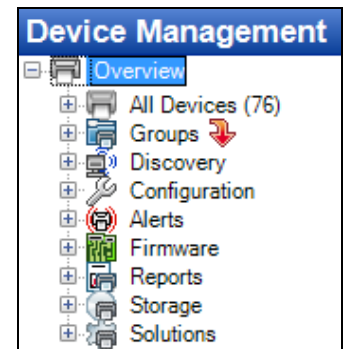


Figure 8—Collapsed left navigation menu for Device Management

- Solutions
- Print Management
 - Overview
- Application Management (Figure 9)
 - Overview
 - User Security
 - Product Update
 - HP Web Jetadmin Management



Figure 9—Collapsed left navigation menu for Application Management

The tree breaks up the view’s functionality into organized parts. The Device Management view contains most of the HP Web Jetadmin functionality and, therefore, has the most complex tree.

Many parts of the navigation tree have right-click functionality. An example of this is **Discovery** (under Device Management), where the **Discover devices** right-click menu item can be selected.

Other parts of the tree, such as **Groups**, have drag-and-drop functionality enabled. When devices are selected in device lists within the workspace and dragged into **Groups**, the selected devices are added as group members. Many top-level nodes in the hierarchy invoke summary pages in the workspace. When a top-level node is selected, such as Alerts, the workspace in the right-hand portion of the interface displays a summary of the Alerts features. The feature summary page can be customized by selecting or deselecting the task modules that are important to you. For more information, see “Task Modules” on page 3.

Device Management

Figure 10 shows a completely expanded left navigation menu for the Device Management view. The Device Management view provides many features that help you configure and manage devices on your network.

Overview

The Overview page displays all of the features in Device Management in the form of its various task modules. For more information, see the online help: Device Management > All About Device Management.

All Devices

Expand **All Devices** to see all of the device lists you have chosen to display. This is set via the top menu bar in **View > Preferences > Device Filters** (see “Preferences” on page 3). For more information, see the online help: Device Management > Device Lists > All About Device Lists.

Right-click functionality for **All Devices** includes:

- **Discover devices:** Starts the Device Discovery wizard. For more information, see the online help: Device Management > Device Lists > Find More Devices.
- **Hide:** Hides the device list. This can be reset through **Preferences > Device Filters**. For more information, see the online help: Device Management > Device Lists > All About Device Lists.
- **Edit group policies:** Starts the Edit group policies wizard and lets you redefine the device properties that determine which devices are members of the group. For more information, see the online help: Device Management > Device Lists.

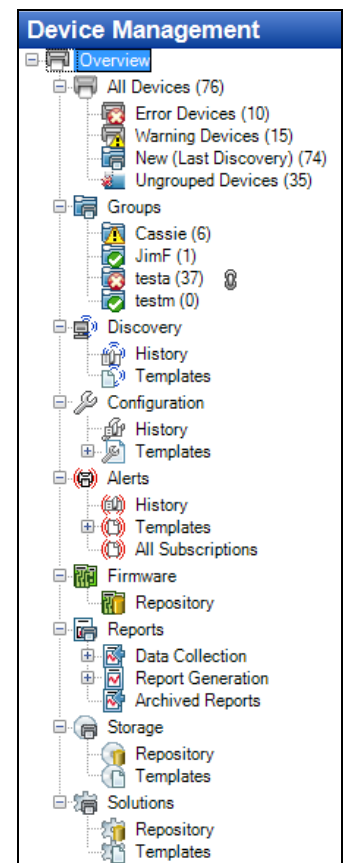


Figure 10—Expanded left navigation menu for Device Management

Groups

The **Groups** feature lets you separate devices into subsets (or device groups) to make them more manageable. Putting devices in groups lets you configure multiple devices at the same time. You can add and delete groups, name and rename them, and add or remove devices from existing groups. Expand **Groups** to see all of the groups added to HP Web Jetadmin. For more information, see the online help: Device Management > Groups > All About Groups.

Right-click functionality for **Groups** includes:

- **Search:** Search HP Web Jetadmin for a specific group.
- **New group:** Create a new group. You can set up device groups so that device membership is either determined manually by the user (manual group) or automatically based on specific criteria (automatic group). For more information, see the online help: Device Management > Groups > Create a New Device Group.
- **Edit group:** After a device group has been created, you can change its name, the devices in the group, how the devices are assigned to that group (manually or automatically), or any of its properties. For more information, see the online help: Device Management > Groups > Edit a Device Group.
- **Add devices to group:** Adding devices to a group lets you manage all of the devices in that group at the same time. You can only add devices to a group that has been identified as a manual group; devices are automatically added to any group identified as an automatic group based on filter criteria. For more information, see the online help: Device Management > Groups > Add Devices to a Group.
- **Remove devices from group:** You can delete any device from a group that has been identified as a manual group. Removing devices deletes them from the group, though they remain in the All Devices list. For more information, see the online help: Device Management > Groups > Remove Devices from a Manual Group. (To remove devices from an automatic group, you must change the device so that it does not match the filter criteria.)
- **Delete group:** You can keep your groups current by removing those groups that are no longer needed. For more information, see the online help: Device Management > Groups > Delete a Device Group.
- **Edit group policies:** You can make changes to device group policies. Policies are applied to groups for the purpose of applying settings actions to a device when it becomes a member or when it is removed from a group. For more information, see the online help: Device Management > Groups > Edit Device Group Policies.
- **Import groups:** Imports device groups from an XML file. The format of the XML file must match the format of the file created by **Export Group**. For more information, see the online help: Device Management > Groups > Import Device Groups.
- **Export groups:** Exports device groups to an XML file. For more information, see the online help: Device Management > Groups > Export Device Groups.
- **Expand all:** Displays all of the items in the left navigation menu under Groups.
- **Collapse all:** Collapses all items in the left navigation menu under Groups.

Discovery

Discovery features enable HP Web Jetadmin to find devices and add them to device lists. Administrators often have information about the network that can be used in discovery settings, but some discovery features enable you to search for devices without networking details. For more information about all of the various types of discoveries, see the online help: Device Management > Discovery > All About Device Discovery.

Expanding the **Discovery** menu displays these items:

- **History:** Displays the discovery history. For more information, see the online help: Device Management > Discovery > Discovery History.
- **Templates:** Lists all of the discovery templates you have saved. For more information, see the online help: Device Management > Discovery > Discovery Templates.

Right-click functionality for **Discovery** includes:

- **Discover devices:** Launches the Device Discovery wizard. This wizard is used to launch or schedule any type of active discovery method. The wizard ends with a Results page that can be monitored or hidden. For more information, see the online help: Device Management > Discovery > Discover Devices (the Device Discovery Wizard).
- **Schedule discovery:** Lets users launch specific discoveries at specified dates and times. Multiple schedules can be created and maintained, which gives the administrator the flexibility of launching different discoveries in different time zones and with different settings. Both PC-connected and network-connected device discoveries can be scheduled. Many discovery schedules can be run as a one-time event or as recurring events. For more information, see the online help: Device Management > Discovery > Schedule a Discovery.
- **Create discovery template:** Starts the Create Discovery Template wizard (see “Discovery template” on page 2). Once a discovery template has been created, it can be accessed through a normal discovery launch via the Device Discovery wizard or added to a discovery schedule. For more information, see the online help: Device Management > Discovery > Discovery Templates > Create a Discovery Template.
- **Run discovery template:** After a discovery template has been created, you can select it at any time to run a discovery. For more information, see the online help: Device Management > Discovery > Discovery Templates > Apply (or Run) a Discovery Template.
- **Edit discovery template:** Users can change anything in a discovery template. The steps are the same as for creating one. For more information, see the online help: Device Management > Discovery > Discovery Templates > Edit a Discovery Template.
- **Delete discovery template:** Users can delete any discovery template created in HP Web Jetadmin. For more information, see the online help: Device Management > Discovery > Discovery Templates > Delete a Discovery Template.
- **Copy discovery template:** Users can copy and edit discovery templates without affecting the original template. For more information, see the online help: Device Management > Discovery > Discovery Templates > Copy a Discovery Template.
- **View discovery history:** After discoveries have been run, users can consider the effectiveness of the discoveries in order to tailor future discoveries based on these statistics. Three types of data are gathered:
 - Discovery summary data: Allows comparison of the effectiveness of different discoveries, separated by discovery method. Includes original discovery settings.
 - Detailed discovery data: Shows which discovery methods discovered which devices. This also displays a Unique field that shows how many devices were discovered only by that method.
 - PC-connected device discovery data: Allows gauging the reliability of PC-connected device discoveries.

For more information, see the online help: Device Management > Discovery > Discovery History.

Configuration

Many device settings can be viewed and configured through HP Web Jetadmin. Device configuration works differently depending on whether a single device or multiple devices are selected.

If a single device is selected, the configuration items in the tab are shown with the current device settings. If multiple devices are selected, configuration items in the tab are shown with unspecified or blank settings. The list of configurable options varies by the devices selected. With multiple devices

selected, all configurable items usually do not apply to all devices. Some options may be repeated multiple times because different settings are supported on different devices. If it is not clear which device or device model a particular setting applies to, holding the mouse over the name in the configuration settings displays a tooltip with additional information.

The availability of configuration options depends on the device model, network card, and firmware version. For example, one model may support a configuration option for digital send functionality whereas another model does not. Any configuration option that is set in HP Web Jetadmin is only applied to device models for which it is supported.

For more information, see the online help: Device Management > Configuration > All About Device Configuration.

Expanding the **Configuration** menu displays these items:

- **History:** Displays the configuration history. All device configuration results are added to this history. For more information, see the online help: Device Management > Configuration > View Configuration History.
- **Templates:** Lists all of the configuration templates you have saved. For more information, see the online help: Device Management > Configuration > Configuration Templates.

Right-click functionality for **Configuration** includes:

- **Configure devices:** Users can configure devices without using a configuration template. For more information, see the online help: Device Management > Configuration > Configure Devices.
- **Create configuration template:** Starts the Create Device Configuration Template wizard (see "Configuration Template" on page 3). For more information, see the online help: Device Management > Configuration > Create a Configuration Template.
- **Apply configuration template:** When users apply a configuration template, HP Web Jetadmin configures devices with the settings stored in the template. For more information, see the online help: Device Management > Configuration > Apply a Configuration Template to Devices.
- **Edit configuration template:** Users can make changes to any configuration template after it has been created. For more information, see the online help: Device Management > Configuration > Edit a Configuration Template.
- **Delete configuration template:** Configuration templates can be deleted. For more information, see the online help: Device Management > Configuration > Delete a Configuration Template.
- **Copy configuration template:** Users can copy and edit configuration templates without affecting the original template. For more information, see the online help: Device Management > Configuration > Copy a Configuration Template.
- **Schedule configuration:** Configurations can be scheduled to occur at a specified time and day. Like other scheduling within HP Web Jetadmin, configuration schedules can have the following flexible settings applied:
 - **Task name:** Allows flexible naming of scheduled tasks.
 - **Start Date and Time:** Specifies when the configuration launches.
 - **Allow start time to occur between the specified hours of:** Limits the initiation of a task to a specified window of time. The task only runs if it is able to do so during the specified time period. This is useful for tasks that should only occur in low traffic times, such as at night.
 - **Once:** Limits tasks to one initiation during the specified schedule.
 - **Recurrence Daily:** Recurs once per day or once per weekday depending on the setting.
 - **Recurrence Weekly:** Recurs every X weeks depending on the setting.
 - **Recurrence Monthly:** Recurs once every X months on XX day depending on the setting; or, the task recurs on a specified day pattern depending on the setting.

For more information, see the online help: Device Management > Configuration > Schedule a Device Configuration.

- **View configuration history:** Displays the configuration history (identical to the menu option Configuration > History described above). For more information, see the online help: Device Management > Configuration > View Configuration History.

Alerts

Alerts are one of the most important features of HP Web Jetadmin, allowing administrators to proactively manage large printing fleets. For more information, see the online help: Device Management > Alerts > All About Alerts.

Expanding the **Alerts** menu displays these items:

- **History:** Displays the alerts history. For more information, see the online help: Device Management > Alerts > Alert History.
- **Templates:** Lists all of the alerts templates you have saved. For more information, see the online help: Device Management > Alerts > Alert Subscription Templates.
- **All Subscriptions:** Displays the following information about alerts:
 - Device Model: the model of the device that received the alert
 - IP Hostname: the IP Hostname of the device that received the alert
 - IP Address: the IP Address of the device that received the alert
 - Advanced Settings: any advanced settings for the device
 - Notification Type: how you are notified about the alert (logging or email and logging)
 - Subscription Type: general (detailed), Supplies, or Critical
 - Linked to Template: indicates whether the device is linked to a template (any future changes to that template will affect the alert settings for the device)

For more information, see the online help: Device Management > Alerts > All Subscriptions.

Right-click functionality for **Alerts** includes:

- **Subscribe:** You can define alerts for one or more devices. For more information, see the online help: Device Management > Alerts > Subscribe for Device Alerts.
- **Create subscription template:** Starts the Create Alert Subscription Template wizard (see “Alert template” on page 2). For more information, see the online help: Device Management > Alerts > Create a Subscription Template.
- **Apply subscription template:** After an alert template has been created, you can apply it to specific devices. For more information, see the online help: Device Management > Alerts > Apply an Alert Subscription Template.
- **Edit subscription template:** Subscription templates can be edited after creation. For more information, see the online help: Device Management > Alerts > Edit an Alert Subscription Template.
- **Delete subscription template:** Subscription templates can be deleted. For more information, see the online help: Device Management > Alerts > Delete an Alert Subscription Template.
- **Copy alerts template:** Users can copy and edit alerts templates without affecting the original template. For more information, see the online help: Device Management > Alerts > Copy an Alert Subscription Template.
- **View alerts history:** Displays the alerts history. For more information, see the online help: Device Management > Alerts > Alert History.
- **View alerts subscriptions:** Lists all of the alerts subscriptions you have saved. For more information, see the online help: Device Management > Alerts > All Subscriptions.

Firmware

Both HP imaging and printing devices and HP Jetdirect device firmware can be updated from HP Web Jetadmin. A firmware image file can be downloaded to the HP Web Jetadmin application

and if the version of the image is newer than the version on the device, an upgrade is possible. By default, HP Web Jetadmin cannot be used to downgrade firmware, except by manually altering a configuration file. Firmware updates can be scheduled to occur at any time. Firmware update retry is also available in cases where an update failed or a device was not on the network. For more information, see the *Upgrading Firmware Using HP Web Jetadmin* white paper or the online help: Device Management > Firmware > All About Firmware.

Expanding the **Firmware** menu displays this item:

- **Repository:** HP Jetdirect and printer firmware images exist on www.hp.com and can be accessed in two ways:
 - HP Web Jetadmin contacts www.hp.com and displays available images to users.
 - Image files are manually obtained and uploaded to HP Web Jetadmin by the user through the **Upload** button on the Firmware Repository page.

For more information, see the online help: Device Management > Firmware > Firmware Repository.

Right-click functionality includes:

- **Upgrade firmware:** Once the firmware images exist on the HP Web Jetadmin host, they can be applied as upgrades to devices. If you choose to use only qualified firmware images, then you must certify firmware images before upgrading the firmware. The user who qualifies firmware images in the Firmware Repository must have Manage Firmware Images permissions set through Device Management > Device Firmware in User Security. (To require firmware images to be qualified, access Tools > Options > Device Management > Firmware > Firmware Repository Options and check "Use qualified firmware images".) For more information, see the online help: Device Management > Firmware > Upgrade Firmware.
- **View firmware repository:** Opens the Firmware Repository, which lists available firmware images. For more information, see the online help: Device Management > Firmware > Firmware Repository.

Reports

HP Web Jetadmin provides advanced reporting and data exporting capabilities for the devices it manages.

There are two steps to producing a report:

1. Collecting the data: Specify which devices to poll for the report. Since this process causes network traffic and requires database space, you must turn on data collection when you want a report. If data collection is not turned on, then the data will not be included in the report when it is run.
2. Generating the report: Specify the report type, the device or group of devices to include in the report (which could be all or some of the devices you specified in the first step), and the time frame for the data to be included in the report. This must be done each time you want the report to run.

For more information about reports, see the online help: Device Management > Reports > All About Reports.

Expanding the **Reports** menu displays these items:

- **Data Collection:** Data collections are groups of devices that have specific collection types enabled. You can apply a data collection type, such as Device Utilization, to a single device, multiple devices, or a device group. When a data collection type is first applied, HP Web Jetadmin launches a data collection immediately to establish a data baseline. Once the device is populated under a specific data collection type, data collections occur at some interval or by way

of a trigger. For more information, see the online help: Device Management > Reports > Data Collection.

- **Report Generation:** After data collection has been performed, users can generate reports. The type of reports that can be generated is dependent on the type of data collection that was run. For more information, see the online help: Device Management > Reports > Report Generation.
- **Archived Reports:** Users can request that a report be saved as an HTML document anywhere on the network. Select **Save As**, and type the filename and location or browse for the location. The report will automatically be saved in HTML format. For more information, see the online help: Device Management > Reports > Archived Reports.

Right-click functionality for **Reports** includes:

- **Add devices to data collection:** Add devices to a data collection that has been defined. For more information, see the online help: Device Management > Reports > Data Collection > Add Devices to Data Collection.
- **Remove devices from data collection:** Users can remove devices from any type of data collection at any time. For more information, see the online help: Device Management > Reports > Data Collection > Remove Devices from Data Collection.
- **Generate report:** Produces a report after data collection has completed. For more information, see the online help: Device Management > Reports > Report Generation.
- **Schedule report:** Reports can be generated as you request them (if data collection has been enabled) or they can be scheduled to be generated at a future time. This can help control network traffic generated, or it might give the data collection process enough time to make a meaningful report. For more information, see the online help: Device Management > Reports > Report Generation > Schedule a Report.
- **Create data collection template:** Opens the Create Data Collection Template wizard. Users then select one or more data collection types, name the template, and confirm the settings. For more information, see the online help: Device Management > Reports > Data Collection > Create a Data Collection Template.
- **Apply data collection template:** Users can apply a Data Collection template that has already been created to a device or group of devices. Users can also turn data collection on and off, which helps control the network traffic generated and the size of database tables. The flexibility to select which data is included helps users produce useful customized reports. For more information, see the online help: Device Management > Reports > Data Collection > Apply a Data Collection Template.
- **Edit data collection template:** Lets users change the name and type of data collection for a specified template. For more information, see the online help: Device Management > Reports > Data Collection > Edit a Data Collection Template.
- **Delete data collection template:** Deletes the template. For more information, see the online help: Device Management > Reports > Data Collection > Delete a Data Collection Template.
- **Copy data collection template:** Users can copy and edit data collection templates without affecting the original template. For more information, see the online help: Device Management > Reports > Data Collection > Copy a Data Collection Template.
- **Create report template:** Starts the Create Report Template wizard (see "Report template" on page 3). For more information, see the online help: Device Management > Reports > Report Generation > Create a Report Template.
- **Apply report template:** After a report template is created, you can apply it to generate a report easily. For more information, see the online help: Device Management > Reports > Report Generation > Apply a Report Template.

- **Edit report template:** After a report template has been created, it can be edited. For more information, see the online help: Device Management > Reports > Report Generation > Edit a Report Template.
- **Delete report template:** A report template can be deleted at any time. For more information, see the online help: Device Management > Reports > Report Generation > Delete a Report Template.
- **Copy report template:** Users can copy and edit report templates without affecting the original template. For more information, see the online help: Device Management > Reports > Report Generation > Copy a Report Template.
- **View archived report:** Displays reports that have already been generated. All reports that have been generated are stored in Archived Reports. For more information, see the online help: Device Management > Reports > Archived Reports > View Archived Reports.
- **Email archived report:** Emails a report in HTML format. The SMTP server must be configured before a report can be emailed. For more information, see the online help: Device Management > Reports > Report Generation > Email Reports.
- **Save archived report:** Saves a report as an HTML document anywhere on the network. When you select **Save As**, you can either type the filename and location or browse for the location. For more information, see the online help: Device Management > Reports > Report Generation > Save Archived Reports.
- **Delete archived reports:** Reports that have been archived can be deleted. For more information, see the online help: Device Management > Reports > Archived Reports > Delete Archived Reports.

Storage

Storage provides the capability to download and manage font and macro files on devices.

For more information about **Storage**, see the online help and the various sections within Device Management > Storage.

Expanding the **Storage** menu displays these items:

- **Repository:** Stores fonts and macros. For more information, see the online help: Device Management > Storage > Storage Repository.
- **Templates:** Lists all of the storage templates you have saved. For more information, see the online help: Device Management > Storage > Storage Templates.

Right-click functionality for **Storage** includes:

- **Import fonts and macros:** Imports fonts and macros into the Storage Repository. For more information, see the online help: Device Management > Storage > Import Fonts and Macros.
- **Delete fonts and macros:** Removes fonts and macros from the Storage Repository. For more information, see the online help: Device Management > Storage > Delete Fonts and Macros.
- **Create storage template:** Starts the Create Storage Template wizard. Storage templates allow a number of selected font and macro files to be installed on a group of devices or a single device, allowing any number of these files to be installed with a single command. For more information, see the online help: Device Management > Storage > Create a Storage Template.
- **Apply storage template:** Installs a storage template to a single device, multiple devices, or a group. For more information, see the online help: Device Management > Storage > Apply a Storage Template.
- **Edit storage template:** Lets users make changes to an existing storage template. For more information, see the online help: Device Management > Storage > Edit a Storage Template.
- **Delete storage template:** Lets users delete a storage template they no longer need. For more information, see the online help: Device Management > Storage > Delete a Storage Template.

- **Copy storage template:** Copies a storage template. The copied template is added to the list of existing templates and the original template is unchanged. For more information, see the online help: Device Management > Storage > Copy a Storage Template.

Solutions

Solutions extends HP Web Jetadmin functionality to include new licensable and configurable solutions supplied through third parties.

For more information about **Solutions**, see the online help and the various sections in Device Management > Solutions.

Expanding the **Solutions** menu displays these items:

- **Repository:** Lets users manage the Solutions Repository. For more information, see the online help: Device Management > Solutions > Solutions Repository.
- **Templates:** Lists all of the solutions templates you have saved. For more information, see the online help: Device Management > Solutions > Solutions Templates.

Right-click functionality for **Solutions** includes:

- **Import solution:** Identify a solution and then import it into the repository. You can also specify properties for the solution. For more information, see the online help: Device Management > Solutions > Importing Solutions.
- **Install solution:** Identify a solution and then install it on one or more devices or groups of devices. For more information, see the online help: Device Management > Solutions > Installing Solutions.
- **Uninstall solution:** Lets users uninstall solutions from one or more devices. For more information, see the online help: Device Management > Solutions > Uninstalling Solutions.

Print Management

The Print Management view gives users control over remote print queues and drivers. These features can be used to create, edit, and delete existing queues as well as to install or update printer drivers. HP Web Jetadmin can act as a driver repository for deploying new HP drivers onto remote systems. In addition, HP Web Jetadmin Print Management features can deploy the HP Universal Print Driver (UPD).

For example, you can use HP Web Jetadmin Print Management to locate a workstation or server on the network. Once this host is found, you can add administrative credentials and manage the print queue and drivers on the remote host. Administrators can add or remove queues, change queue settings, or change the driver (these actions require local administrator rights).

For more information about Print Management, see the online help: Print Management > All About Print Management.

Application Management

Figure 11 shows the left navigation menu for the Application Management view. The Application Management view provides many features that help you configure and manage devices on your network.

For more information about Application Management, see the online help: Application Management > All About Application Management.

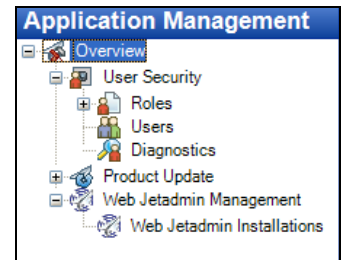


Figure 11—Expanded left navigation menu for Application Management

Overview

The **Overview** page displays all of the features of Application Management in the form of its various task modules.

User Security

Within the Application Management view, HP Web Jetadmin administrators can assign user roles to local or domain users. A role is a set of permissions to HP Web Jetadmin features. Once a user is assigned to a role, that user will have access to the permissions designated by the role.

HP Web Jetadmin's security features include:

- The advanced security technologies of the Microsoft® .NET platform, providing authentication and encryption of client/server communications.
- Integration with Windows Active Directory role-based user authentication, securing the application against unauthorized usage.
- Optional Secure Sockets Layer (SSL) communication between client browser and application server, ensuring data security for file downloads.
- Optional Simple Network Management Protocol v3 (SNMPv3) used on devices, providing authentication and encryption.
- An IPsec plug-in that lets users configure an IPsec policy and apply it to one or more HP Jetdirect devices.
- The ability to run under a low-privilege service account, reducing the risk of privilege escalation attacks.
- Secure online update features, providing a safe and easy way to get updates and new features.

User Security lets administrators control who has access to what within HP Web Jetadmin. Expanding the **User Security** menu displays these items:

- **Roles:** Role templates allow you to create a set of access levels and apply them to users as they are added. Administrators can create, view, edit, and delete role templates.
- **Users:** Enables administrators to assign users to a role template. Administrators can create, view, edit, and delete users.
- **Diagnostics:** Allows viewing of permissions as they pertain to a specific user account. This allows all permissions settings established by Roles to appear for a user account or group.

For more information about **User Security**, see the online help: Application Management > User Security > All About User Security.

Right-click functionality for **User Security** includes:

- **Create role:** If you have permission to manage users, you can create a role using the Create Role wizard. For more information, see the online help: Application Management > User Security > Roles > Create a Role.

- **Edit role:** After a role has been created, you can edit it to change its permissions. The only role you cannot edit is the Administrator role. For more information, see the online help: Application Management > User Security > Roles > Edit a Role.
- **Delete role:** You can delete any role in HP Web Jetadmin except for the Administrator role. For more information, see the online help: Application Management > User Security > Roles > Delete a Role.
- **Assign role to users:** After role templates are created, administrators can assign users to them. This lets you easily and quickly manage their set of permissions for HP Web Jetadmin. A user can have more than one role assignment. For more information, see the online help: Application Management > User Security > Users > Assign Roles to Users.
- **View users:** View all users for each role. For more information, see the online help: Application Management > User Security > Users.
- **Edit user:** You can change the user and role for an existing assignment. For more information, see the online help: Application Management > User Security > Users > Edit Users.
- **Delete user:** For more information, see the online help: Application Management > User Security > Users > Edit Users.
- **View permissions:** You can show the type of restriction and any permissions set for each role. For more information, see the online help: Application Management > User Security > Roles > Role Templates.

Web Jetadmin Management

HP Web Jetadmin provides the ability to discover most versions of other HP Web Jetadmin installations. HP Web Jetadmin can perform a unidirectional synchronization with another HP Web Jetadmin All Devices list. This makes it easy to discover devices that have already been discovered by other installations of HP Web Jetadmin. Both synchronization and application discovery are valuable in a variety of scenarios:

- An administrator detects other users using HP Web Jetadmin software to attain an understanding of printer management on the network.
- An administrator detects other HP Web Jetadmin installations as a matter of security or management policy.
- An administrator is responsible for finding all devices in a distributed environment where others are responsible for managing them in multiple areas.

Expanding the **Web Jetadmin Management** menu displays:

- **Web Jetadmin Installations:** Sometimes it is advantageous to find other HP Web Jetadmin application installations on the network. HP Web Jetadmin provides the ability to discover most versions of HP Web Jetadmin software and synchronize with those other installations. For more information, see the online help: Application Management > Web Jetadmin Management > Web Jetadmin Installations.

Right-click functionality for **Web Jetadmin Management** includes:

- **Find More Applications:** HP Web Jetadmin instances can be listed for discovery, viewing, removing, and even launching. HP Web Jetadmin instances can be found on both local and remote networks. The settings for IP Range and IP Broadcast are identical to HP Web Jetadmin Discovery settings. In fact, these settings are shared between the two features. For more information, see the online help: Application Management > Web Jetadmin Management > Web Jetadmin Installations > Find Web Jetadmin Installations.

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