



Getting Started

Contents

Welcome to PDQ Inventory.....	1
Licensing	2
PDQ Inventory Licensing Mode Comparison.....	2
PDQ Inventory Product Feature Comparison.....	3
Product Requirements.....	3
PDQ Inventory Installation	4
Installing PDQ Inventory	4
Configuration/Troubleshooting..	5
Introduction to the Interface.....	6
The Main Console.....	6
Adding Computers	7
Collections.....	7
The Computer Window	8
Creating Reports.....	8
Tools and the Tools Library	8
Main Console Shortcuts.....	9
Where Do I Go from Here?	10

Welcome to PDQ Inventory

PDQ Inventory is a systems management solution that allows IT administrators to scan their network and collect hardware, software, and Windows configuration data.

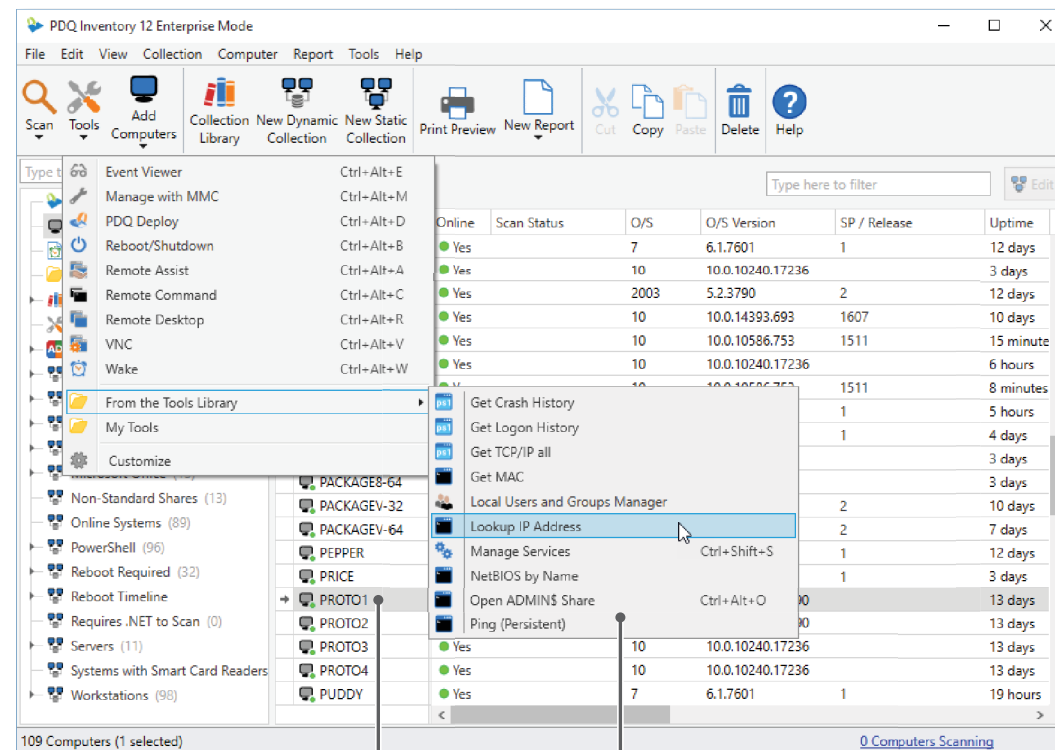
PDQ Inventory maintains a database of your scanned computers, then organizes this data into collections such as popular applications, Memory, Online Systems, and Workstations. PDQ Inventory Collections make it easier to manage the computers and the information most important to you. Each collection represents a set of computers and each computer can belong to multiple collections. Administrators can also create their own dynamic or static collections and custom inventory reports.

Using PDQ Inventory, administrators can shut down or reboot machines remotely, boot offline machines using Wake-on-LAN, execute commands, run Remote Desktop, and other remote control tools on target computers.

For details about licensing, see the “[PDQ Inventory Licensing Mode Comparison](#)” table on page 2.

PDQ Inventory features include:

- Scan computers for configuration data.
- Group computers into Collections.
- Auto Sync with Active Directory.
- Run inventory reports.
- Run remote commands on target computers.
- Use common admin tools: Event Viewer, reboot, WOL, and others.
- See which computers are online.
- Uninstall software.



This illustration shows the PDQ Inventory main console while selecting a tool to use on a target computer. For more information about the main console features and functionality, see “[Main Console Shortcuts](#)” on page 9.

Licensing

PDQ Inventory offers the following licensing modes:

- Enterprise
- Pro
- Free

For details, see the licensing mode comparison table on this page.

PDQ Inventory Enterprise and Pro licenses are based on the number of system administrators who use the software, not the number of computers managed. You need one license for each administrator using PDQ Inventory.

PDQ Inventory Enterprise and Pro licenses give users access to the software in perpetuity.¹ Each license also includes a 12-month subscription to the Collection Library, product updates, and support. To continue to use the Collection Library, Tools Library, receive updates, and support, users must maintain a current subscription.

The following sections review some of the benefits of maintaining a current PDQ Inventory subscription.

Free product Upgrades

When using PDQ Inventory with a current Enterprise or Pro level subscription, all upgrades to PDQ Inventory are available for free. You can set up auto update checks in the Preferences menu or sign up for email notifications.

(continues)

PDQ Inventory Licensing Mode Comparison

The following table describes and explains the PDQ Inventory licensing modes.

For all the details about licensing PDQ Inventory, see our End User License Agreement (EULA) at <https://www.adminarsenal.com/eula>.

License Mode	Basics	Details
Enterprise	The Enterprise mode license includes all of PDQ Inventory's features. ² Each Enterprise mode license is a perpetual license. ¹ However, access to product updates, Collection Library updates, and support require a current subscription.	License: The Enterprise license mode unlocks all of PDQ Inventory's features including collection and report sharing capability, scan caching, up-to-date collections with the Collection Library, and various Tools in the Tools Library. Enterprise users also receive priority email support.
Pro	The Pro mode license includes many of PDQ Inventory's features. ² Each Pro mode license is a perpetual license. ¹ However, access to product updates and support require a current subscription.	License: The Pro license mode unlocks many of PDQ Inventory's features including automatic inventory scans, create custom reports, and automatic Active Directory synchronization. Upgrade: At any time you can upgrade from Pro to Enterprise mode with an Enterprise license key. ³
Free	The free mode allows unlimited use of a subset of PDQ Inventory features. ² PDQ Inventory can be used for free in commercial and non-commercial environments. There is no time limit, nor is there a limit to the number of computers that can be managed.	License: No license or subscription is required. PDQ Inventory free mode is 100% free to use in any setting (commercial, government, or education). PDQ Inventory can be redistributed so you may share the software; however, you may not bundle PDQ Inventory inside other applications nor can it be rebranded or decompiled. Upgrade: You can upgrade ³ a free installation of PDQ Inventory to Enterprise or Pro modes at any time by purchasing a license key or by registering for an Enterprise Trial ⁴ .

1. A perpetual license means that you can indefinitely use the license mode and version of PDQ Inventory you purchase and all the updates released during the license period. However, to continue to receive support, product updates, and Collection Library updates, you must maintain a current subscription.

2. For the features available for each mode, see the PDQ Inventory Comparison table at <https://www.adminarsenal.com/compare/>.

3. For more information about upgrading, see Upgrading PDQ Inventory in Help or the [PDQ Inventory Documentation](#).

4. The Enterprise Trial mode is a free, 14-day, fully functional Enterprise mode trial license. Sign up online at <http://www2.adminarsenal.com/TryPDQInventory>.

Licensing *(continued)*

It is important to remember that upgrade protection is valid only for versions released within the subscription period. Access to current upgrades (including the Collection Library and new tools in the Tools Library) require that the product version and subscription stay current.

Subscription Activation

When you launch PDQ Inventory, it uses your license key to validate your subscription, then gives you access to the corresponding product features.

A current Enterprise license key also validates your subscription, but to enable certain Enterprise features you must activate each license by providing an email address. For example, if you have ten Enterprise licenses, those licenses must be associated with ten email addresses on your Customer page. (To activate your licenses login at <https://secure.adminarsenal.com/Order/CustomLogon>.) Each console user must enter one of the ten email addresses when activating their Enterprise license to unlock the extra Enterprise features.

For additional information, see the video "Adding Enterprise Users to PDQ Deploy"* at:

<http://www2.adminarsenal.com/AddEnterpriseUsers>

*The process for adding Enterprise users to PDQ Inventory is the same as it is for PDQ Deploy.

PDQ Inventory Product Feature Comparison

PDQ Inventory can be used in three license modes: Free, Pro, and Enterprise. Each successive license level includes all the benefits of the preceding level plus additional features.

For details, see the PDQ Inventory Comparison table on our web site at:

<https://www.adminarsenal.com/compare/>

Product Requirements

The following table describes the system requirements and supported systems for PDQ Inventory.

System Requirements	PDQ Inventory Console		Target Computers	
Operating Systems	<ul style="list-style-type: none">Windows 10 (32-bit, 64-bit)Windows 8.x (32-bit, 64-bit)Windows 7 (32-bit, 64-bit)Windows Vista SP2 (32-bit, 64-bit)	<ul style="list-style-type: none">Windows Server 2016 (64-bit)Windows Server 2012 R2 (64-bit)Windows Server 2012 (64-bit)Windows Server 2008 R2 (64-bit)Windows Server 2008 (32-bit,64-bit)	<ul style="list-style-type: none">Windows 10 (32-bit, 64-bit)Windows 8.x (32-bit, 64-bit)Windows 7 (32-bit, 64-bit)Windows Vista SP2 (32-bit, 64-bit)	<ul style="list-style-type: none">Windows Server 2016 (64-bit)Windows Server 2012 R2 (64-bit)Windows Server 2012 (64-bit)Windows Server 2008 R2 (64-bit)Windows Server 2008 (32-bit,64-bit)
Configuration	<ul style="list-style-type: none">Workstation: Windows 7 or 8.1 recommended.Server: Windows Server 2008 R2 or 2012 R2 recommended.For less than 1000 computers, 8 GB RAM recommended.For 1000+ computers, 64-bit Windows with 16 GB RAM recommended	<ul style="list-style-type: none">Full Microsoft .NET Framework 4.0 (4.5.2 or higher recommended)DNS Client service running (Required for Windows remote communications)Administrator account (Domain account recommended)	<ul style="list-style-type: none">1 GB RAM (2 GB recommended)Microsoft .NET Framework 4.0 (4.5.2 or higher recommended)Administrator account: Can be an Active Directory domain account or local to the target computer. A domain account is recommended.A well maintained DNS environment is highly recommended. Network Connectivity/Firewall <ul style="list-style-type: none">File and Printer Sharing must be enabled.	<ul style="list-style-type: none">Read/write access or higher is required to the ADMIN\$ share and service manager. Windows Firewall <ul style="list-style-type: none">Allow inbound file and printer sharing exception. This rule allows the IPC\$ and ADMIN\$ shares to be available. Administrative access to these shares is required.Allow ICMP exceptions (Allow inbound echo request). This rule allows a target computer to respond to ping requests.¹

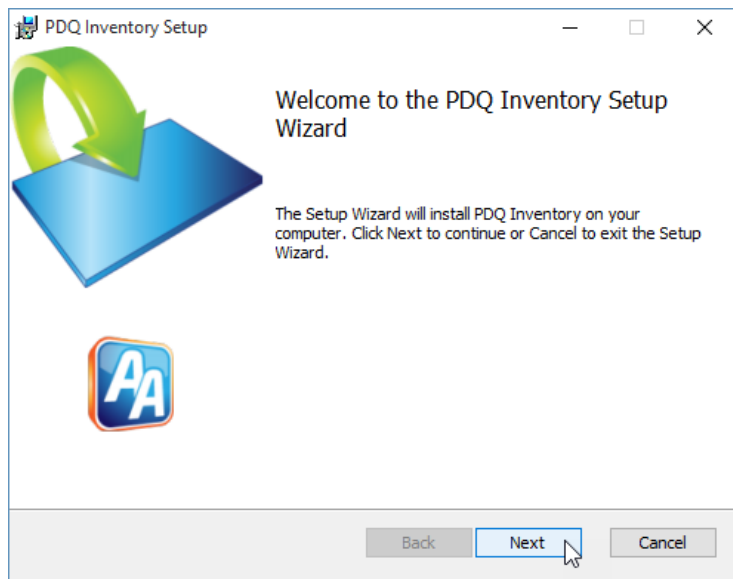
1. For more information on firewall ports and exceptions, see the following page on our website at <http://www2.adminarsenal.com/FirewallExceptions>.

PDQ Inventory Installation

Installing PDQ Inventory

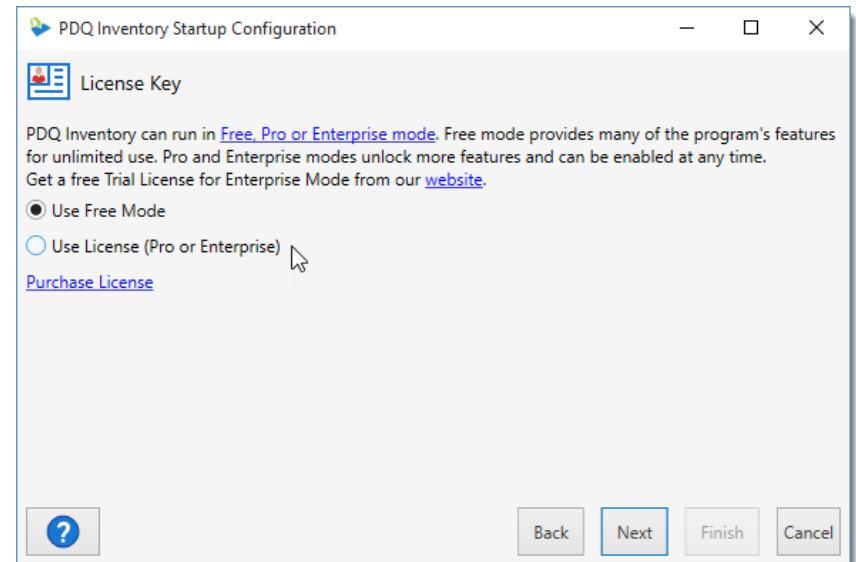
To install PDQ Inventory:

- 1 Download the PDQ Inventory installer from our website:
<https://www.adminarsenal.com/download/>
- 2 Launch the installer (PDQInventory.x.x.x.x).
- 3 On the Welcome to PDQ Inventory window, click **Next** and follow prompts.



For details about upgrading and activating PDQ Inventory in Enterprise or Pro mode, see "License Key" in Help or the [PDQ Inventory Documentation](#).

- 4 On the License Key window, select one of the following licensing options:
To install PDQ Inventory in Free mode or to install now and activate a license later, select **Use Free Mode**, then click **Next**.



Or, to install and activate PDQ Inventory now (you must have a Pro or Enterprise license key):

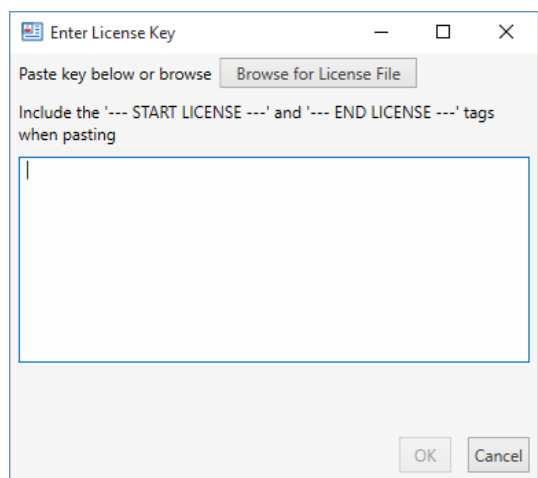
- 4a On the License Key window, select **Use License (Pro or Enterprise)**.

The Enter License Key window opens.

- 4b Do one of the following:

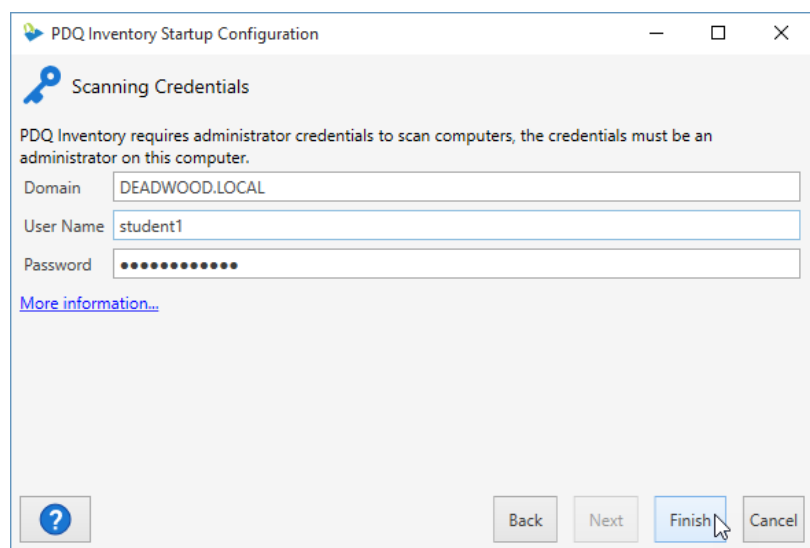
- Copy and paste your license key from the license email, then click **OK**. Include --- START LICENSE --- and --- END LICENSE --- when copying the key.

- Browse to and select your license key file, then click **OK**.



- On the License Key window, click **Next**.

- 5 On the Scanning Credentials window, type your User Name and Password.



PDQ Inventory requires administrator credentials that have administrator rights on the console computer. You must also have administrative rights on the target computers to copy files to the ADMIN\$ share and to create and start the remote service.

For more information about credentials, see “Credentials” and “Log on as a Service Privilege” in Help or the [PDQ Inventory Documentation](#).

For details about target computers and credentials, see Target Computers—Configuration in the “[Product Requirements](#)” table on page 3.

- 6 Click **Finish** to complete the installation.

PDQ Inventory launches and automatically adds and scans the computer on which it is installed. To get started with PDQ Inventory you must add computers to the database. You can add computers by syncing with or browsing Active Directory, doing a network discovery for an IP address range, or even typing computer names manually. For an introduction to adding computers, see “[Adding Computers](#)” on page 7.

PDQ Inventory is now installed and ready to scan and analyze workstations on your network. However, before you get started, please review the following sections for useful information on configuring and using PDQ Inventory.

Configuration/Troubleshooting

This section includes links to useful information and resources that will help you get up to speed with PDQ Inventory.

- If a target computer is not a member of an Active Directory domain you may need to enable Remote UAC. For instructions see the following article at: <http://www2.adminarsenal.com/AccessLocalUserAccount>
- There is a wealth of configuration and troubleshooting information available in our video library. Sample topics include:
 - Introduction to PDQ Inventory
 - The Tools Library in PDQ Inventory
 - Scheduling Scans in PDQ Inventory

For more information, see our PDQ Inventory videos and at:

<https://support.adminarsenal.com/hc/en-us/sections/204439227>

- For ongoing guidance, you can subscribe to our live weekly webcasts and ask us questions directly at <https://www.adminarsenal.com/webcast>.

Introduction to the Interface

This section introduces you to the main components of the PDQ Inventory interface—the Main Console, Adding Computers, Collections, The Computer Window, Creating Reports, and Tools.

The Main Console

The main console provides access to all of your computers, your configured collections, reports, and tools. You can also access prebuilt collections with the Collection Library.

The main console window is comprised of three navigational components—the Menu and Toolbar, the Tree, and the Page. The following sections provide more information on these components.

The screenshot shows the PDQ Inventory 12 Enterprise Mode interface. The components are labeled as follows:

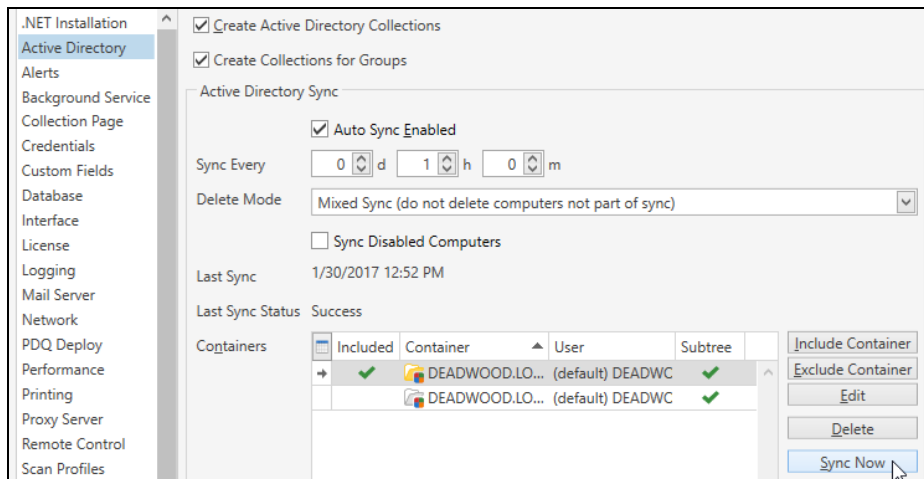
- Menu and Toolbar:** Located at the top, it includes a menu bar (File, Edit, View, Collection, Computer, Report, Tools, Help) and a toolbar with icons for Scan, Tools, Add Computers, Collection Library, New Dynamic Collection, New Static Collection, Print Preview, New Report, Cut, Copy, Paste, Delete, and Help.
- Tree:** A sidebar on the left containing a 'Type to filter' search box and a list of items: Welcome to PDQ Inventory, All Computers (109), Auto Reports, Reports, Collection Library, Applications, Hardware, O/S, Runtimes, Windows Updates (79), Tools, deadwood.local, Allow Scan (108), Internet Explorer (98), Memory (98), Microsoft .NET Framework 4, Microsoft Office (14), Non-Standard Shares (14), and Marketing computers (9).
- Collection Library:** A section within the Tree sidebar.
- Tools Library:** A section within the Tree sidebar.
- Active Directory Collections:** A section within the Tree sidebar.
- Prebuilt Dynamic Collections:** A section within the Tree sidebar.
- Custom Static Collection:** A section within the Tree sidebar.
- Page (collection members):** The main area on the right displaying a table of computer details. It has a 'Type here to filter' search box and an 'Edit' button.
- Status bar:** Located at the bottom, it shows '109 Computers (1 selected)' and '0 Computers Scanning'.

Name	Online	Scan Status	O/S	O/S Version	SP / Release	Uptime
PRICE	Yes		7	6.1.7601	1	6 days
PROTO1	Yes		10	10.0.10240.17190		16 days
PROTO2	Yes		10	10.0.10240.17190		16 days
PROTO3	Yes		10	10.0.10240.17236		16 days
PROTO4	Yes		10	10.0.10240.17236		16 days
PUDDY	Yes		7	6.1.7601	1	3 days
RAGNAR	Yes		10	10.0.14393.693	1607	17 days
S64-01	Yes		2008	6.0.6002	2	58 days
SCHMENDRICK	Yes		7	6.1.7601	1	9 days
SHELDON	Yes		8.1	6.3.9600		50 days
SPOCK	Yes		10	10.0.10240.17190		58 days
SRV16-01	Yes		2016	10.0.14393.321	1607	16 days
STITZER	Yes		7	6.1.7601	1	8 days
SULU	Yes		10	10.0.14393.693	1607	6 days
SURFACE3	No		8.1	6.3.9600		
SVEDKA	Yes		10	10.0.10240.17236		15 days
SWEET16	Yes		2016	10.0.10586.494	1511	3 hours

Adding Computers

To get started using PDQ Inventory you must add your computers to the database so they can be scanned and analyzed.

In Pro and Enterprise modes, you can add Active Directory (AD) computers automatically. On the main console toolbar, click **Add Computers > Active Directory - Sync** (or **Preferences > Active Directory**), check **Auto Sync Enabled**, select the AD Containers to include/exclude, then click **Sync Now**. Active Directory Sync is the preferred method for adding computers with AD because it automatically syncs on a schedule to capture future changes in AD.



Computers can also be added manually through a variety of methods. **Active Directory - Browse By Name** allows you to add individual computers from within AD domains and containers. **Network Discovery** allows you to add computers with an IP address or from a range of IP addresses (requires Pro or Enterprise mode). **By Name** allows you to add computers by typing in computer names or importing a list of computer names. To access these other methods of adding computers, click **Add Computers** on the main console toolbar (or click **Computer > Add Computers**).

Once your computer names are resolved and added to the database, they are immediately scanned for their hardware, software, and Windows configuration info. PDQ Inventory uses this data to automatically populate the default collections and Collection Library. (Enterprise mode required for use of the Collection Library.)

Collections

PDQ Inventory uses collections to make it easier to manage the computers on your network. A collection represents a set of computers with specific hardware, software, or Windows configuration data. Collections can be populated automatically by scanning and filtering computers for configuration data (dynamic collections) or manually by adding/removing computers (static collections). Collections can be nested below other collections in the tree. These subcollections retain independent filters, unless the **Drill down from parent collection** option is selected (dynamic collections only). A drill down collection becomes dependent upon the parent collection by evaluating only the computers contained within the parent collection.

To view PDQ Inventory collections, on the Main Console window tree, select a collection. The computers filtered by the selected collection appear on the page. The following table describes the four types of PDQ Inventory collections:

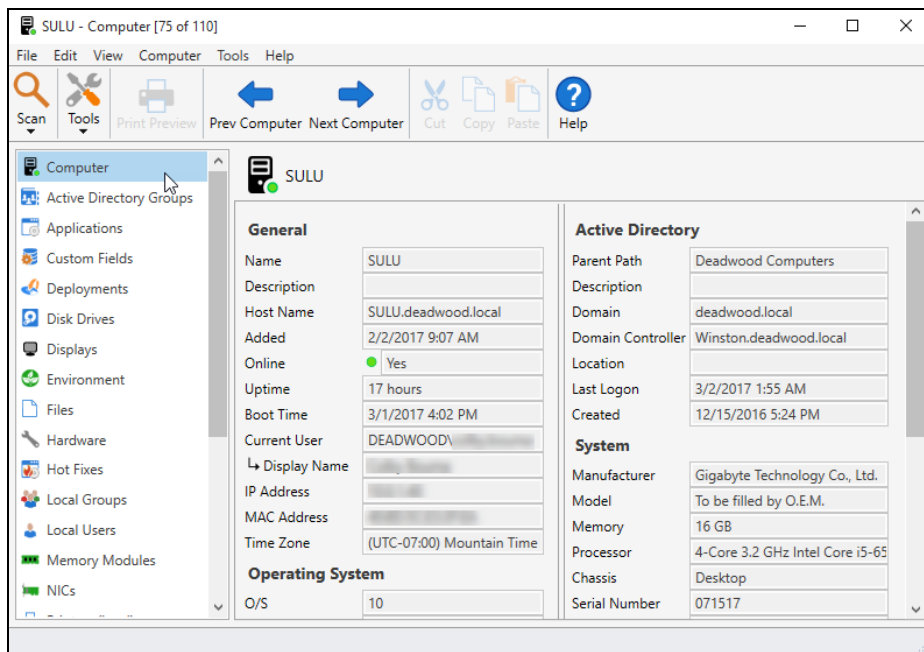
Type	Icon	Description
All Computers		An automatic collection that contains all the computers added to your local database through Active Directory, Network Discovery, or by Name.
Dynamic		<p>Collections containing computers that match a set of collection filters. Computers in these collections are dynamically updated as inventory or filters change.</p> <p>Prebuilt Collections: Dynamic collections prebuilt in PDQ Inventory. For example, Internet Explorer: Shows all computers with Explorer installed and contains subcollections for several versions of Explorer.</p> <p>Drill down from parent collection: Dynamic subcollections that evaluate only the computers contained in the parent collection.</p> <p>Collection Library: Dynamic collections that filter computers based on popular applications and runtimes such as Java, Adobe Flash, and Google Chrome. These collections are constantly updated and maintained by PDQ.com (Enterprise mode required).</p>
Static		Collections populated manually by adding or removing computers.
Active Directory		<p>Collection automatically created after at least one Active Directory computer is added. Based on the Active Directory preferences, members of this collection can be automatically added or removed by PDQ Inventory when changes are made in Active Directory. (Pro or Enterprise mode required for automatic syncing).</p> <p>Active Directory Organizational Units (OUs): Collections populated by members of your AD OUs.</p> <p>Active Directory Security Groups: Collections populated by members of your AD Security Groups (Pro or Enterprise Mode required).</p>

The Computer Window

The Computer window is a powerful resource that provides access to all inventory data for a single computer. From the Computer window you can also start a scan, launch admin tools including PDQ Deploy, and preview and print displayed data.

To open the Computer Window, double-click any computer on any collection page (or select a computer, then click **Computer** > **Open Computer** or press **Ctrl+O**).

The Computer window is comprised of the following components—the Menu and Toolbar, the List, the Page, and the Status bar. Each element of the computer's inventory is included in the list on the left of the Computer window.



Creating Reports

PDQ Inventory provides robust reporting tools that allow you to access your computer inventory data using the reports built into PDQ Inventory. You can also customize the built-in reports and create new reports using basic or SQL tools. You can run the built-in reports and create new reports in Free mode, but Pro or Enterprise mode is required to save changes.

You can run reports against all computers in the system or a particular collection, making it easier to include the exact data you want.

Reports can be viewed on screen, printed, and exported in a variety of formats. To save a report, on the Report window click **Print Preview** (or click **File** > **Print Preview** or press **Ctrl+P**), then click **Export**.

You can also create a new Dynamic Collections using the same filters from your report by clicking the **New Collection from Report** button.

Auto reports are custom schedules you create that will run, save, or email any available prebuilt or custom report (Enterprise mode required).

Tools and the Tools Library

PDQ Inventory Tools allow you to run admin tools remotely against individual computers or groups of computers. These tools are built-in, external, from the Tools Library, or even custom tools of your creation. The following table lists the built-in admin tools (Pro or Enterprise mode required to add and use custom tools):
















Page	Icon	Description
Event Viewer		Opens the event log on the target computer.
Manage with MMC?		Opens the Microsoft Management Console.
Open ADMIN\$ Share		Opens the ADMIN\$ share on the remote computer. Many remote administration tools need to read or write to the ADMIN\$ share.
PDQ Deploy		Opens the Select PDQ Deploy Package window within PDQ Deploy to initiate a deployment on the selected PDQ Inventory computer(s) or collection(s).
Reboot/Shutdown		Opens the Reboot/Shutdown window.
Remote Assist		Opens the Windows Remote Assistance window.
Remote Command		Opens the Remote Command window.
Remote Desktop		Opens the Windows Remote Desktop window.
VNC		Opens the VNC remote control viewer.
Wake		Opens the Wake-On-LAN window.

To import tools from the Tools Library, modify and organize the Tools Menu, or create your own custom tools, click **Tools** in the tree of the main console. To run a tool against a computer, selected computer(s), click **Tools** on the main Toolbar, then select the appropriate tool. (Enterprise mode required for the Tools Library.)

Main Console Shortcuts

Menu and Toolbar












The table below provides quick reference details for the most common menu and toolbar commands. For the complete command quick reference table, see “Menu and Toolbar” in Help or the [PDQ Inventory Documentation](#).

Menu	Command	Icon	Shortcut	Description
File	Import		Ctrl+I	Imports collection or report definitions.
	Print Preview		Ctrl+P	Prints what is displayed on the console.
	Preferences		Ctrl+Comma	Opens PDQ Inventory Preferences.
Edit	Cut		Ctrl+X	Cuts the selected item.
	Copy		Ctrl+C	Copies the selected item.
	Paste		Ctrl+V	Pastes the selected item.
	Delete		Del	Deletes the selected item.
Collection	New Dynamic Collection		Ctrl+N	Create a new dynamic collection in the Dynamic Collection window.
	New Static Collection		Ctrl+Shift+N	Create a new static collection in the Static Collection window.
Computer	Add Computers			Select from the various methods of adding computers.
	Scan Computers		F6 (Default profile only)	Scans the selected computer(s) using a pre-built or custom scan profile. Select from all available profiles.
Report	New Report			Create a new report using one of the following: Basic, From Collection, or SQL.
	Run Report			Runs a prebuilt or custom report. Select from all available reports.
Tools	Tools		Various	Select from the various tools to be run remotely against the selected computer(s). (Pro or Enterprise mode required to create a tool, Enterprise mode required to import tools from the Tools Library)
Help	Contents			Opens the PDQ Inventory help window.

Tree and Page Window

The tree contains all the default and custom collections, reports, custom report folders, and Tools in your PDQ Inventory system.

Select an item in the tree to display its details in the page view on the right. You can organize the tree by moving items around or creating custom folders for reports. The following table provides a description for each element in the tree.

Page	Icon	Description
Welcome to PDQ Inventory		Includes links to get you started with PDQ Inventory, to documentation resources, to Help, and to follow PDQ.com on social networks.
All Computers		Lists all computers added to your database.
Auto Reports		Displays the list of auto reports. (Enterprise mode required.) Auto reports are schedules you create that will run, save, or email any available prebuilt or custom report.
Reports		Displays prebuilt reports (also default folder for custom reports).
Collection Library		Displays sets of prebuilt collections for many popular applications and runtimes. PDQ.com maintains and updates these collections constantly (Enterprise mode required).
Dynamic Collection (from Library)		Built-in Dynamic Collections in the Collection Library for popular applications and runtimes such as Adobe Flash and Java.
Tools		Access the Tools Menu which allows you to create and organize the various tools as well as the Tools Library where you can import prebuilt tools.
Active Directory		Displays collections that mirror the structure of your AD layout. PDQ Inventory creates these collections when you scan an AD computer. Based on preferences, members of this collection can be automatically added or removed when changes are made in AD (Pro or Enterprise mode required for AD Sync).
Shared Databases		Lists databases shared with you by other PDQ Inventory users in your organization (Enterprise mode required).
Dynamic Collections (Default or Custom)		Collections that are populated dynamically by collection filters. Select a collection to see its members on the collection page.
Static Collections (Custom)		Collections that are populated manually. Select a collection to see its members on the collection page.

Where Do I Go from Here?

Upgrade

To get the most out of PDQ Inventory, buy an Enterprise or Pro mode license.

- For a comparison of features, check out the PDQ Inventory Comparison table on the Web at <https://www.adminarsenal.com/compare/>.
- For details about licensing, see “Licensing” on page 2.
- To purchase PDQ Inventory licenses or generate a quote, see the page on our web site at <https://secure.adminarsenal.com/Order/>.

Integrate with PDQ Deploy

PDQ Deploy complements PDQ Inventory. For example, in Enterprise mode, you can view deployment data from PDQ Deploy in PDQ Inventory. You can use PDQ Deploy to silently install almost any application or patch to multiple Windows computers simultaneously. PDQ Deploy can use the data collected by PDQ Inventory to create lists of computers that need specific applications or updates. You can also launch PDQ Deploy from the PDQ Inventory Tools menu to directly initiate a deployment. For more information about PDQ Deploy, see our web site at <https://www.adminarsenal.com/pdq-deploy/>. Also, see the video “Introduction to PDQ Deploy” at <https://support.adminarsenal.com/hc/en-us/articles/220538907>.

Create Custom Collections

With PDQ Inventory you can build your own custom collections to sort and organize software and hardware data specific to the needs of your organization. You can create static or dynamic collections and even create collections from reports. If you want to build custom collections, see “Creating and Editing Collections” in Help or the *PDQ Inventory Documentation*. Also, see the video “Collection Basics” at <https://support.adminarsenal.com/hc/en-us/articles/220539607>.

Build Custom Reports

In PDQ Inventory you can build custom reports using basic PDQ Inventory reporting tools or SQL. You define the columns that appear and then configure the filters that determine the data that the report captures. You can also define and create reports from collections. To learn how to create reports, see “Designing Custom Reports” in Help or the *PDQ Inventory Documentation*. Also, see the videos “Building Custom Reports” at <https://support.adminarsenal.com/hc/en-us/articles/220539407> and “Building a Report from a Collection” at <https://support.adminarsenal.com/hc/en-us/articles/220539347>.

Advanced Collections and Report Filters

PDQ Inventory provides powerful filtering functionality for defining collections and reports. Using filtering effectively is the key to creating useful collections and reports. For information about using collections and filtering, see the six-part video tutorial series “Filters for Collections and Reports” starting with Part I at <https://support.adminarsenal.com/hc/en-us/articles/220539867>.

Shared Collections and Reports

Collections and reports can be shared manually by exporting from one console and importing into another. You can also automatically share collections and reports with other PDQ Inventory users in your organization. Sharing requires that each console have an Enterprise User from the same license with activated administrator accounts. For information about sharing, see “Sharing Collections and Reports” in Help or the *PDQ Inventory Documentation*. For more information, see the webcast “Sharing Between Multiple PDQ Sys Admins” at <https://support.adminarsenal.com/hc/en-us/articles/220538187>.

Get Training

If you need product training, PDQ.com provides several options:

- PDQ.com presents free weekly webcasts focused on one topic related to PDQ Inventory. They are approximately 30 minutes long and include a Q&A session. For information on upcoming live webcast topics, links to previous webcasts, and to sign up for notifications, see our web site at <https://www.adminarsenal.com/webcast>.
- We also have an extensive library of free training videos, available at anytime, covering all aspects of setting up and using PDQ Inventory. Sample topics include: adding custom data, creating reports from collections, sharing reports and collections, integrating additional remote tools, and many others. To browse the PDQ Inventory video library, see our web site at <https://support.adminarsenal.com/hc/en-us/sections/204439227>.
- You can also purchase Virtual Training (via phone and TeamViewer) for custom, one-on-one training from a PDQ Inventory instructor for your company. To request more information, see our web site at <https://www.adminarsenal.com/request-private-web-training>.