

Department or location creation manual (desktop)

After logging in to the portal, access the desktop item in the menu on the left and click on maintenance.

In **performance collection availability**, we can check collection period of the monitored desktops.

Now click on **add/remove/renew departments**. In existing departments, place the option of a new department, name and describe it (department description field is optional, it can be used for additional information as the customer prefers)

The screenshot shows the AUTOMATOS EXPRESS web portal interface. On the left is a dark sidebar menu with the text "my express" and a list of navigation items including GLOBAL, SERVER, DESKTOP, and various Wizards. The main content area is titled "Department Administration" and features a form for adding a new department. The form includes a dropdown menu for "Existing departments" with "New Department" selected, and two input fields: "Department Name" containing "store 1" and "Department Description" containing "São Paulo". An "Add Department" button is located below the input fields. At the top right of the main area is a "download" button. At the bottom of the page, there are links for "[Home]", "[Measure connection]", "[Top of the Page]", "[Logout]", "[Download]", and "[Legal Information]".

In **Departments without desktops**, we check empty departments that do not have registered machines.

In **Manage departments**, we change the desktops' departments.

In **Computers with Incomplete Data**, we check the machines that do not display Sysinfo, that is, system information.

In **Remove device**, we make logic removal of a desktop, which will be removed from the list of registered desktops. To select the machines, click on the department(s) and on renew and then search the computer(s) and click on add. To select more than one computer or department, hold ctrl and select them.

In **Restore computer**, we restore the desktop previously removed, and make it return to the list of registered desktops.

In **Confirm removal**, after deleting the desktop, we can access this link to confirm its removal. After this procedure, the desktop may no longer be restored, since it was completely deleted from the database.

In **Unavailability tolerance time**, we automatically remove desktops that no longer send collections to the Automatos backend for a period to be defined by the administrator. This option is not configured by default.

Reports:

In **Subaccounts associated with departments**, we enable extracting a report from the subaccounts created and their respective departments.

Department or location creation manual (server)

In **Collection and performance availability**, we are able to check the collection period of the servers and databases (SQL/Oracle) monitored.

In **Remove device**, we make logic removal of a server, which will be removed from the list of registered servers.

In **Restore computer**, we can restore the server previously removed, and make it return to the list of registered servers.

In **Confirm removal**, after deleting the server, we can access this link to confirm its removal. After this procedure, the server may no longer be restored, since it was completely deleted from the database.

In **Manage departments**, we can change the server's department.

In **Unavailability tolerance time**, we automatically remove servers that no longer send collections to the Automatos backend for a period to be defined by the administrator. This option is not configured by default.