IBM Program usage and installation report instructions

Notes / Domino CAL Help Guide

Please see below the additional help in collecting deployment information for your IBM Software. (You may need to zoom in to more easily view the screenshots.)

Provide exports of the following in Comma Separated Values (.csv) form
   a. names.nsf

   b. If the names file/address book may not accurately reflect the active user population of notes, please do one of the following:
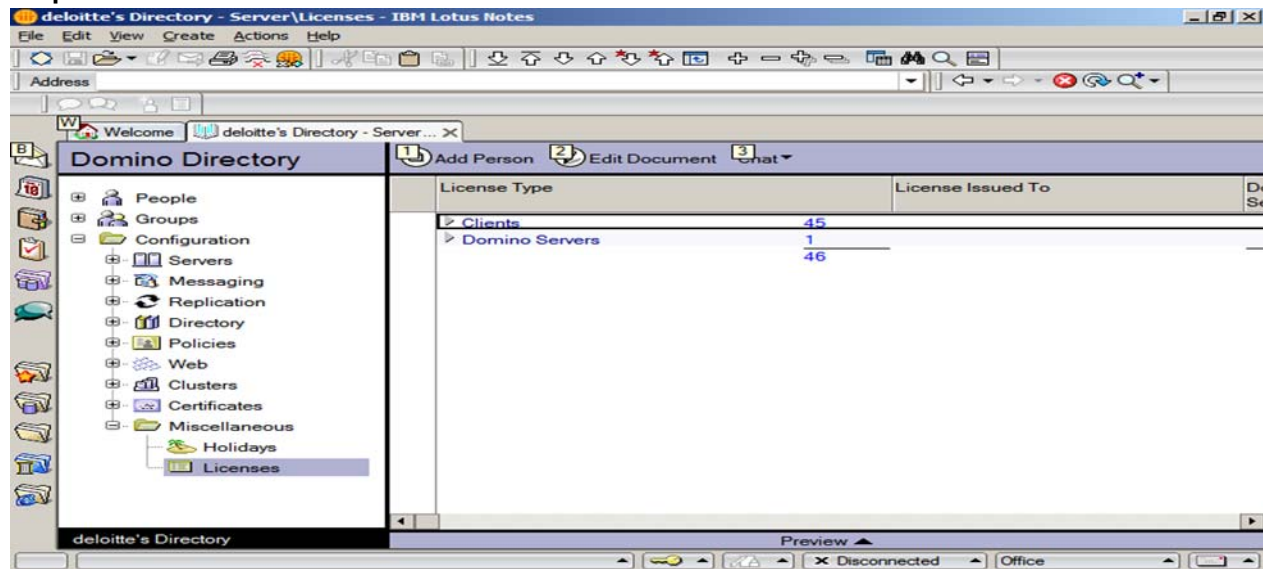   i. Active Directory listing of users

      ii. Extract from the HR system showing the active employee count and names.

Instructions for Obtaining Notes Deployment Data:

For each Lotus Notes Domain, open the Names.NSF file for the Domain and perform the following operations:

1. In the "Domino Directory" tree, expand "Configuration", expand "Miscellaneous" and select "Licenses"

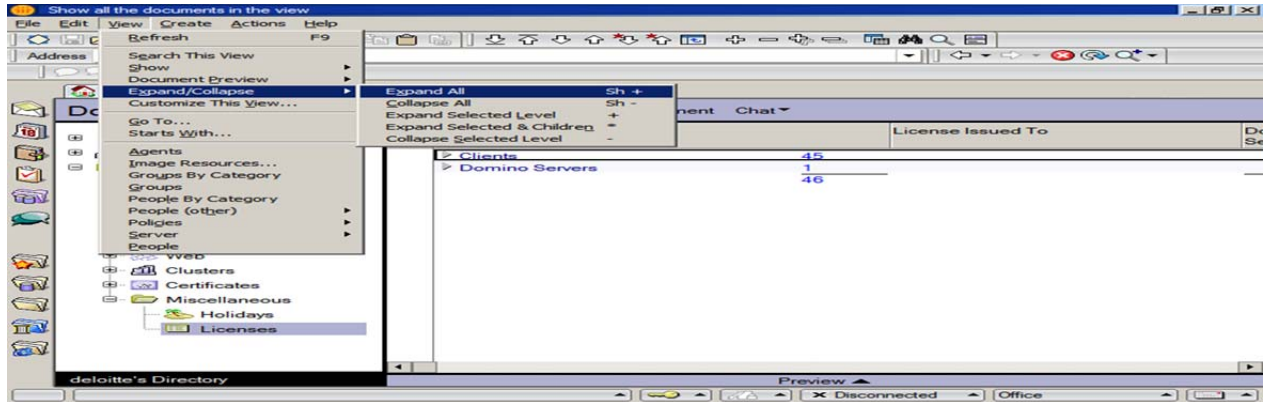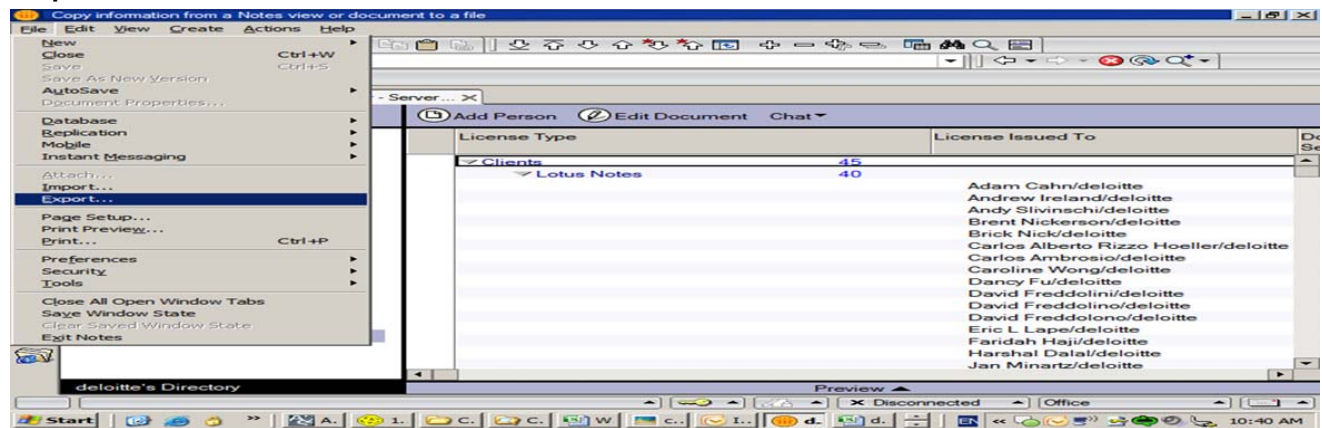2. Click your mouse in the right window under "License Type" to select "Clients"

Steps 1 & 2

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Step 3

3. Pull down the "View" menu, select "Expand/Collapse" -> "Expand All"
4. Pull down the "File" menu, select "Export"

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Step 4

5. Save the file as type "Comma Separated Value". Name it <servername>-names.csv.
Step 5