SCCM 2012 How To Instructions

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Microsoft System Center Configuration Manager (SCCM) 2012

Below are a few recommended ways to Image and Re-Image a computer, how to install applications, and how to create sub-folders and collections using Configuration Manager (ConfigMgr).

**ConfigMgr Terms & Definitions:**

**Re-Image:** This process is performed from the Configuration Manager (ConfigMgr) Console. This process will install a new operating system (w/o applications) onto a computer that currently has an operating system and must have an “Active” ConfigMgr Client installed.

**Barebone Image:** This process is performed at the computer via a PXE Boot or USB Thumbdrive Boot. This process will install a new operating system (w/o applications) onto a new out of the box computer. This computer may or may not currently have an operating system installed and does not have the ConfigMgr Client installed.

**How to Re-Imaging a Single Computer:**

From the Configuration Manager (ConfigMgr) Console, Select Assets and Compliance - Select Device Collections - Locate your school’s prefix Folder. Then on the screen to the right double click your school’s prefix Collection (e.g.: GES).

**NOTE:** If Re-Imaging multiple Computer skip to How to Re-Imaging Multiple Computers (Options: A or B) below.
Once the screen expands and is showing all your school’s computers enter the computer name in the Search field, and click Search

When the computer is returned verify that the client is installed and “Active”. (Client = Yes & Client Activity = Active)

Right click on the computer select + Add Selected Items, Add Selected Items to Existing Device Collection.

Once the Select Collection screen opens look under Schools Folder and select your school’s prefix folder (e.g.: GES). Under your school’s prefix folder on the right screen select the appropriate Re-Image Collection (e.g.: GES Re-Image Win7-32 Computers).
Then click OK. The computer will eventually be added to the collection and Re-Imaged. It can take a while before the computer shows up in the collection.

**NOTE:** To speed up this process you can go to the appropriate Re-Image collection and right click on it. Then select Update Membership.

Once the computer shows up in the appropriate Re-Image collection it can take a while before it start to reimage the computer.

**NOTE:** To speed up this process you can go to the appropriate Re-Image collection and right click on it. Select the Console Extensions (Collection) - Trigger Client Action - Machine Policy Retrieval and Evaluation Cycle.

Once the Re-Image process has completed the computer will be removed from the Collection.
How to Re-Imaging Multiple Computers:
Below are two options for How to Re-Imaging Multiple Computers (Options: A & B)

How to Re-Imaging Multiple Computers (Option A):
From the Configuration Manager (ConfigMgr) Console, Select Assets and Compliance - Select Device Collections - Locate your school’s prefix Folder. Then on the screen to the right double click your school’s prefix Collection (e.g.: GES).

Once the screen expands and is showing all your school’s computers you can hold down the Ctrl-Key and select multiple non-consecutive computers or hold down the Shift-Key and select consecutive computers.
Once, you have selected all the computers then Right click on one of the selected computers select + Add Selected Items, Add Selected Items to Existing Device Collection.

Once the Select Collection screen opens look under Schools Folder and select your school’s prefix folder (e.g.: GES). Under your school’s prefix folder on the right screen select the appropriate Re-Image Collection (e.g.: GES Re-Image Win7-32 Computers).

Then click OK. The computers will eventually be added to the collection and Re-Imaged. It can take a while before the computer shows up in the collection.
NOTE: To speed up this process you can go to the appropriate Re-Image collection and right click on it. Then select Update Membership.

Once the computers shows up in the appropriate Re-Image collection it can take a while before it start to reimage the computer.

NOTE: To speed up this process you can go to the appropriate Re-Image collection and right click on it. Select the Console Extensions (Collection) - Trigger Client Action - Machine Policy Retrieval and Evalution Cycle.

Once the Re-Image process has completed the computers will be removed from the Collection.
How to Re-Imaging Multiple Computers (Option B: Using Right Click Tools):

Go to the appropriate Re-Image Collection under your School’s prefix folder (e.g.: GES Re-Image Win7-32 Computers). Right click on the appropriate Re-Image Collection, Select Collection Tools, + Add Devices to a Collection.

Once the SCCM 2012 Right Click Tool window opens you can manually enter multiple computer names or copy and paste computers from a spreadsheet etc.

Once you have all the computers entered, Click Add To Collection. Verify that they were successfully added and then click Exit to close the window.
NOTE: If a computer is not added to the Collection you will see it under the Unsuccessful attempts: section.

The computers will eventually be added to the collection and Re-Imaged. It can take a while before the computer shows up in the collection.

NOTE: To speed up this process you can go to the appropriate Re-Image collection and right click on it. Then select Update Membership.

Once the computers shows up in the appropriate Re-Image collection it can take a while before it start to reimage the computer.

NOTE: To speed up this process you can go to the appropriate Re-Image collection and right click on it. Select the Console Extensions (Collection) - Trigger Client Action - Machine Policy Retrieval and Evalutation Cycle.

Once the Re-Image process has completed the computers will be removed from the Collection.

**How to Barebones Image a Computer:**

Before performing a Barebones Install go into the computer’s BIOS setup and verify the following setting:

Enable On board NIC w\ PXE

Boot Sequence (Select and Enable On Board Network Controller. (Make sure the On Board Network Controller is not the 1\textsuperscript{st} entry in the boot sequence)).

Save and Exit

During Boot up

Press F12 to enter (Boot Menu)
From Boot Menu select On Board Network Controller

**NOTE:** On some computers you will be prompted for a second F12 so be ready. If you miss it immediately power off and start over. (See image of second F12 prompting below):

When Prompted (See Prompt screen shot below):
If your media is password protected enter the appropriate password and then click on Next.
If not password protected just click Next.
Here are the Leon County School’s Task Sequence Wizard Barbones Imaging Options.

**Leon County Schools Task Sequence Menu Options (w\ definitions):**

1 - **Schools - Barbone W7-32** (Installs Window 7 (32-Bit) Operating System and Joins the Schools domain)
2 - **Schools - Barbone XP** (Installs Window XP Operating System and Joins the Schools domain)
3 - **Admin - Barbone W7-32** (Installs Window 7 (32-Bit) Operating System and Joins the Admin domain)
4 - **Admin - Barbone XP** (Installs Window XP Operating System and Joins the Admin domain)

When prompted with the Task Sequence Wizard. Select the appropriate Barebone Image to install and then click Next.

When prompted for the Input Computer Name be sure to use Capital Letters and enter your school’s prefix, a dash and then the computer’s Property Tag number (e.g.: GES-0012345). Then click OK.

Once the computer has completed the barbones image process. It should have joined the appropriate domain and have the computer name you entered.

Eventually the computer will be added to your school’s prefix All Systems collection in the ConfigMgr Console.

Once the computer is viewable in the ConfigMgr Console and has an “Active” ConfigMgr Client installed it can be added to the appropriate Apps Collection(s) which will install the appropriate applications. See Installing Applications below.
How to Barebones Image a Computer that already existing in the SCCM console:

NOTE: A few examples of why this process would be used are after replacing a bad hard-drive another being when a SCCM Re-Image has failed. Keep in mind that the computer previously had the ConfigMgr Client installed and is “known” to SCCM and shows up in the SCCM console.

To get a “known” computer to PXE Image in SCCM we have to do the following 3 steps before PXE booting:

Step 1: Delete the “known” computer (Delete the computer name).

From the Configuration Manager (ConfigMgr) Console, Select Assets and Compliance - Select Device Collections - Locate your school’s prefix Folder. Then on the screen to the right double click your school’s prefix Collection (e.g.: PES).

Once the screen expands and is showing all your school’s computers enter the computer name in the Search field, and click Search

Right Click on the computer and select Delete.
Step 2: Delete any “Unknown” computers if they exist.

Click on Device Collections, then double click on the Unprovisioned Computers collection.

Once the Unprovisioned Computers collection expands verify that there are no “Unknown” computer if one or more exist then select it or them and right click and select Delete.

Step 3: Clear the Required PXE Deployments.

From the Configuration Manager (ConfigMgr) Console, Select Assets and Compliance - Select Device Collections - Locate your school’s prefix Folder. Then on the screen to the right select your school’s prefix Collection (e.g.: PES).

Then right click on it. Then select Clear Required PXE Deployments

When prompted select Yes.
Now go to the computer and performed a Barebones Image via a PXE boot. See **How to Barebones Image a Computer**: instruction above for details.  
**NOTE:** The PXE boot should be perform within 15-20 minutes of doing these 3 steps, because the computer name will reappear in the SCCM console after the Active Directory evaluation cycle occurs.

**How to Instal Applications on a Single Computer:**
From the Configuration Manager (ConfigMgr) Console, Select Assets and Compliance - Select Device Collections - Locate your school’s prefix Folder. Then on the screen to the right double click your school’s prefix Collection (e.g.: GES).

**NOTE:** If installing applications on multiple computers skip to How to Install Applications on Multiple Computers (Options: A or B) below.
Once the screen expands and is showing all your school’s computers enter the computer name in the Search field, and click Search.

When the computer is returned verify that the client is installed and “Active”. (Client = Yes & Client Activity = Active)

Right click on the computer select + Add Selected Items, Add Selected Items to Existing Device Collection.
Once the Select Collection screen opens look under Schools Folder and select your school’s prefix folder (e.g.: GES). Under your school’s prefix folder on the right screen select the appropriate Apps Collection (e.g.: GES-Students Apps).

Then click OK. The computer will eventually be added to the collection and the appropriate application will be installed. It can take a while before the computer shows up in the collection. **NOTE:** To speed up this process you can go to the appropriate application collection and right click on it. Then select Update Membership.

Once the computer shows up in the appropriate application collection it can take a while before the application installs on the computer. **NOTE:** To speed up this process you can go to the appropriate application collection and right click on it. Select the Console Extensions (Collection) - Trigger Client Action - Machine Policy Retrieval and Evaluation Cycle.
How to Install Applications on Multiple Computers:
Below are two options for How to Install Applications on Multiple Computers (Options: A & B)

How to Install Applications on Multiple Computers (Option A):
From the Configuration Manager (ConfigMgr) Console, Select Assets and Compliance - Select Device Collections - Locate your school’s prefix Folder. Then on the screen to the right double click your school’s prefix Collection (e.g.: GES).

Once the screen expands and is showing all your school’s computers you can hold down the Ctrl-Key and select multiple non-consecutive computers or hold down the Shift-Key and select consecutive computers.
Right click on the one the selected computers select + Add Selected Items, Add Selected Items to Existing Device Collection.

Once the Select Collection screen opens look under Schools Folder and select your school’s prefix folder (e.g.: GES). Under your school’s prefix folder on the right screen select the appropriate Apps Collection (e.g.: GES-Students Apps).

Then click OK. The computer will eventually be added to the collection and the appropriate application will be installed. It can take a while before the computer shows up in the collection.
NOTE: To speed up this process you can go to the appropriate application collection and right click on it. Then select Update Membership.

Once the computer shows up in the appropriate application collection it can take a while before the application installs on the computer.

NOTE: To speed up this process you can go to the appropriate application collection and right click on it. Select the Console Extensions (Collection) - Trigger Client Action - Machine Policy Retrieval and Evaluation Cycle.

**How to Install Applications on Multiple Computers (Option B: Using the Right Click Tools):**

Go to the appropriate Apps Collection under your School's prefix folder (e.g.: GES-Students Apps).

Right click on the appropriate Apps Collection, Select Collection Tools, + Add Devices to a Collection. Once the SCCM 2012 Right Click Tool window opens you can manually enter multiple computer names or copy and paste computers from a spreadsheet etc.
Once you have all the computers entered, Click Add To Collection. Verify that they were successfully added and then click Exit to close the window.

**NOTE:** If a computer is not added to the Collection you will see it under the Unsuccessful attempts: section.
The computers will eventually be added to the collection and appropriate application will be installed. It can take a while before the computer shows up in the collection.

**NOTE:** To speed up this process you can go to the appropriate application collection and right click on it. Then select Update Membership.

Once the computers shows up in the appropriate application collection it can take a while before it start to reimage the computer.

**NOTE:** To speed up this process you can go to the appropriate application collection and right click on it. Select the Console Extensions (Collection) - Trigger Client Action - Machine Policy Retrieval and Evaluation Cycle.

**ConfigMgr Default Collection Structure (See screen shot of ROES default definitions below):**
Default Collections with Definitions:

NOTE: XXX is your school’s prefix.

XXX: All Computers for your location will be found here (All Systems)
XXX ALL WIN7: All Computers with Windows 7 Operating System Installed
XXX ALL XP: All Computers with Windows XP Operating System Installed
XXX APPS Staff – ALL: Computers that need Staff related Applications are placed in this collection
XXX APPS Student – ALL: Computers that need Student related Applications are placed in this collection
XXX APPS Teacher – ALL: Computers that need Teacher related Applications are placed in this collection
XXX MS Office Suite Install – With RAM Requirement: Computers that need MS Office installed are placed in this collection (NOTE: Computers with < 1GB get Office 2003 and ones with > 1GB get Office 2010)
XXX Power Mgmt for 20 Minutes: Computers that you want to go to sleep after 20 minutes of inactivity
XXX Power Mgmt for 60 Minutes: Computers that you want to go to sleep after 60 minutes of inactivity
XXX Power Mgmt Never: Computers that you never want to go to sleep
XXX Re-Image Win7-32 Computers: Computers that need to be Re-Imaged with Windows 7 (32-Bit)
XXX Re-Image XP Computers: Computers that need to be Re-Imaged with Windows XP
XXX SCCM Clients: All Computers that have the SCCM Configuration Manager Client Installed
XXX SCCM Clients – No: All Computers that do not have the SCCM Configuration Manager Client Installed

How to create a Sub-Folder for a Collection:

NOTE: We highly recommend only creating a few sub-folders such as “Labs” and maybe “Buildings”) but not classroom sub-folders. You can create more detailed collection for each Lab and or Classrooms under the sub-folder if needed.

From the Configuration Manager (ConfigMgr) Console, Select Assets and Compliance - Select Device Collections - Locate your school’s prefix Folder (e.g.: MMS)

Right Click on the folder, Select Folder then Create Folder
Enter Folder Name (e.g.: MMS-Labs) Then click OK

The sub-folder is now created under your school's folder

Now you can create Collection within this sub-folder. Example: MMS-Reading Lab (See How to Create a Collection below:)

NOTE: See “How to Create a Device Collection:” below:

How to Create a Device Collection:

NOTE: A collection can be used as a container for holding individual computers such as Lab #1 computers or Classroom 123 computers. These collection should be placed under a sub-folder such as Labs and or Classrooms.

From the Configuration Manager (ConfigMgr) Console, Select Assets and Compliance-Select Device Collections-Locate your school's prefix Folder (e.g.: MMS)

Now click on the arrow to the left of the folder to expand it and see the subfolder you created previously (e.g.: MMS-Labs)

Select sub-folder that you would like to create a collection within

Right Click on that sub-folder, Select Create Device Collection
Enter the Collection name (e.g.: MMS-Reading Lab)

Comment: Enter a description etc. if you want

Click Browse, Then go to your school’s prefix (e.g.: MMS)

Select your school’s prefix Collection (e.g: MMS), Then click OK, Click Next

Configuration Manager pop-up will appear Click OK

Click Next, Then Click Close

**NOTE:** To add computers to these newly created Collection go to “How to Install Applications on Multiple Computers (Option A):” above and use this process to select the appropriate computers and then add them to the appropriate collection under the appropriate sub-folder you created.

**IMPORTANT NOTE:**
We highly recommend that you do not add collections to other collections. This can cause numerous and serious issues.