View Cost of A License

- 1. Go to your homepage
- 2. Click the Software Link

		Quick Links
		Software Record, analyze and allocate software licenses; integrate with Software Inventory to ensure compliance and optimization
	F	Software Installations Catalog View the catalog of software collected by the Vector Discovery, by Microsoft SCCM or by other discovery tools.
	29	Employees View and manage employee, contractor & student profiles and assets
	,	My Approvals & Actions Manage my Vizor Approvals & Actions
- 11		Agreements & Purchases View and manage all agreements, maintenance contracts, purchases and invoices

3. Find the license by searching its name in the search bar, or using a query to narrow your search by a category

<u>Software</u>	Ļ	
	All	
Active		-
Adobe Licenses		Versio
Available for Allocatio	n	
Cloud Subscriptions		
Concurrent Licensing		
Entered This Month		



4. Click the license at hand to view its details

	Software	Version	Edition
8	7-Zip		
8	e-Therapeutics		
8	IBM Rational Tool Suite		
8	Microsoft Office 2013	15.0	Professional

5. Once the software license is open, press the *Purchase* tab



Note: At the bottom of the screen, you will see the average cost over time and breakdown per license





6. To see the cost of one license, choose the line item you are interested in

License	Purchases	"-ys	Allocation	Installations	Compliance	Details	Descrip	tion I	Business	Related Licenses	Documents	Analytics
No. Licens	es:		23									
Related Pu	rchases:											
Start Dat	е			End Date	Туре			Quantity		Cost	Status	
12/28/20	015 12:00:00 AM	l		12/28/2016 12:00:00	AM Mainter	nance	1	10		150	Inactive	
12/28/201	5 12:00:00 AM				New Lice	ense		10		1500	Active / Receive	ed
11/30/201	6 12:00:00 AM			11/30/2017 12:00:00 AM	Mainten	ance	8	В		1424	Inactive	

7. And click view purchase on the right hand side

Purchase Date	Add
11/30/2016 12:00:00 AM	View Purchase
12/28/2015 12:00:00 AM	

8. A new window will open where you will find all the details of that one license, including its cost

Edit Line Item	or the Line Item	
Line Item Number:	2	
Sub Type:	Maintenance	
Asset Type:	Microsoft Office 2013	
Quantity:	10	
Total:	\$ 150.00	
Description:	Software Assurance Maintenance	

