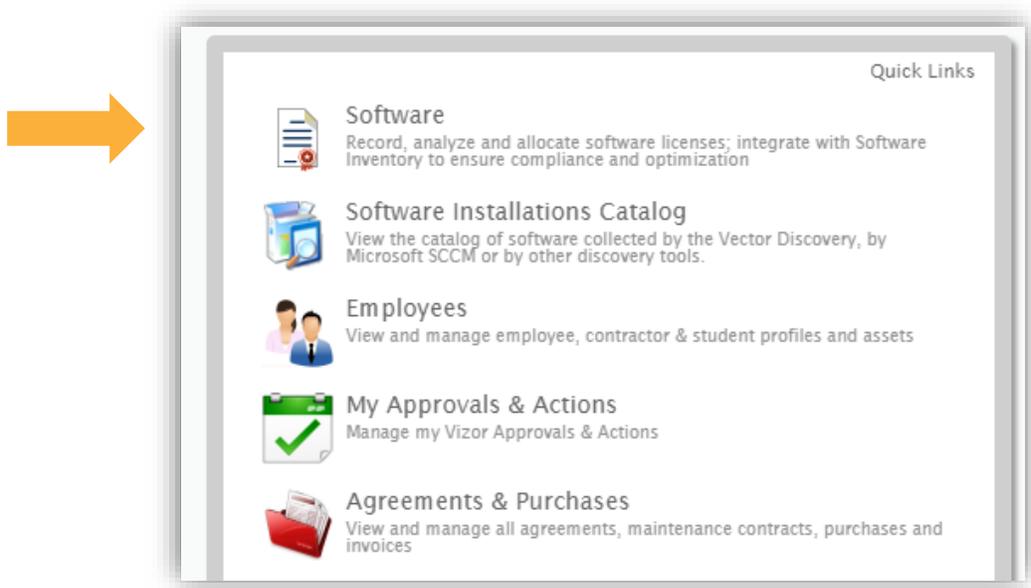
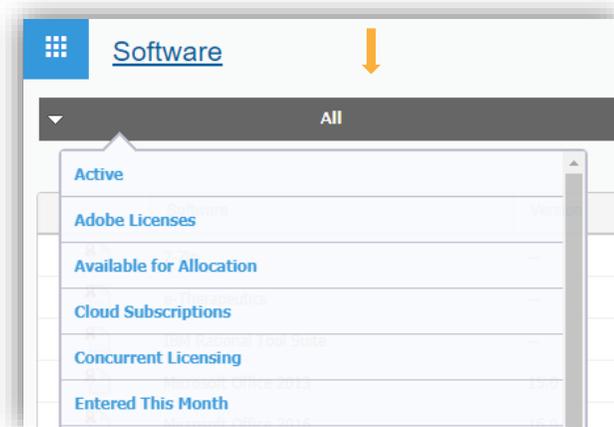


## View Cost of A License

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



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

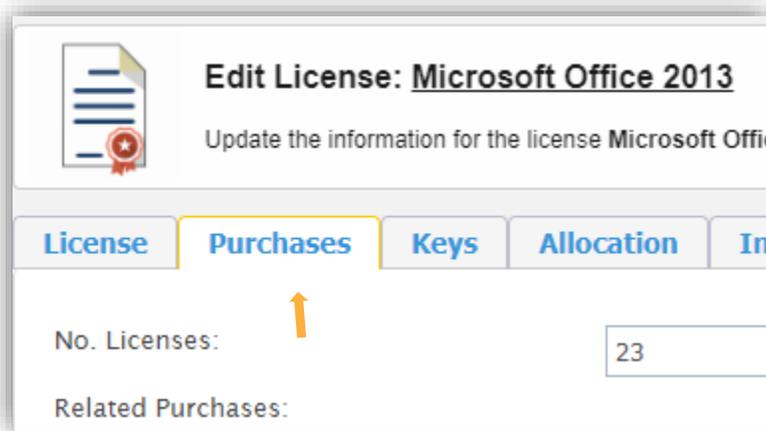


4. Click the license at hand to view its details



	Software	Version	Edition
	7-Zip	--	--
	e-Therapeutics	--	--
	IBM Rational Tool Suite	--	--
	<b>Microsoft Office 2013</b>	<b>15.0</b>	<b>Professional</b>

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



**Edit License: Microsoft Office 2013**  
Update the information for the license Microsoft Office

**License** | **Purchases** | Keys | Allocation | In

No. Licenses:

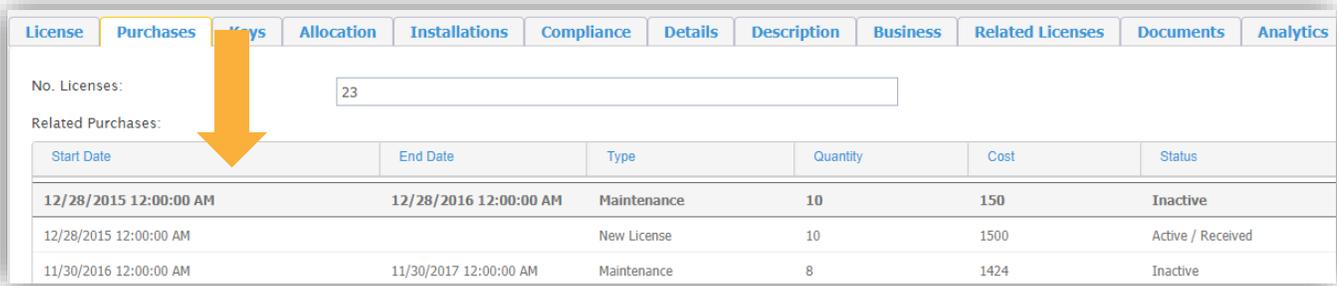
Related Purchases:

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

<u>Costs Over Time</u>	
\$ 7,094.00	Total cost over time
\$ 3,540.00	Licenses costs over time
\$ 3,554.00	Maintenance costs over time
\$ 0.00	Services costs over time

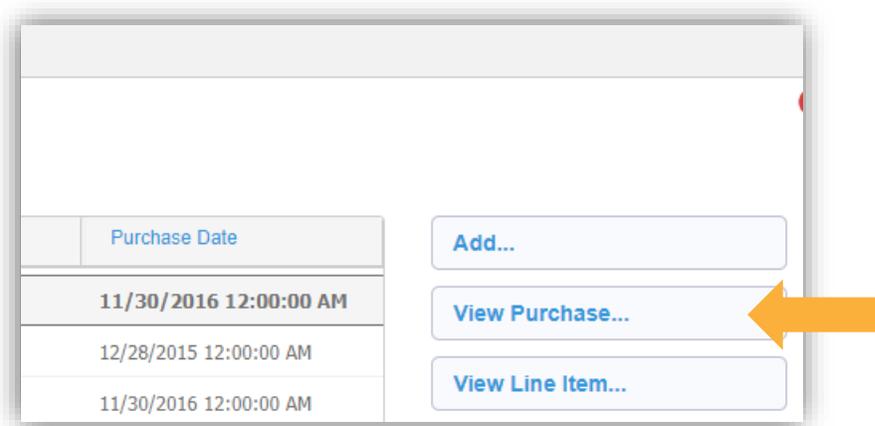
<u>Average Costs per Unit</u>	
\$ 240.00	Average Total Cost Per Unit
\$ 153.91	Average License Cost Per Unit
\$ 86.09	Average Maintenance Cost Per Unit

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

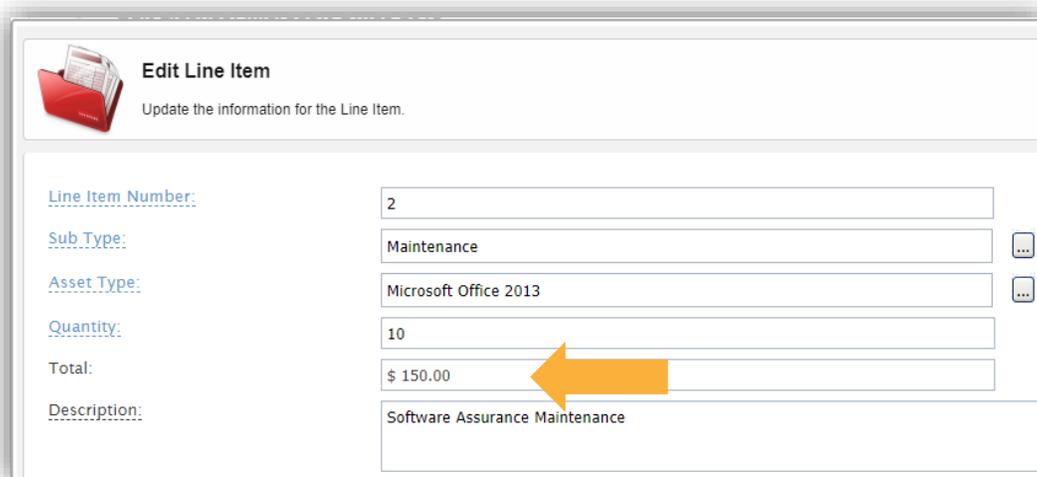


Start Date	End Date	Type	Quantity	Cost	Status
12/28/2015 12:00:00 AM	12/28/2016 12:00:00 AM	Maintenance	10	150	Inactive
12/28/2015 12:00:00 AM		New License	10	1500	Active / Received
11/30/2016 12:00:00 AM	11/30/2017 12:00:00 AM	Maintenance	8	1424	Inactive

7. And click view purchase on the right hand side



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



**Edit Line Item**  
Update the information for the Line Item.

Line Item Number: 2

Sub Type: Maintenance

Asset Type: Microsoft Office 2013

Quantity: 10

**Total:** \$ 150.00

Description: Software Assurance Maintenance