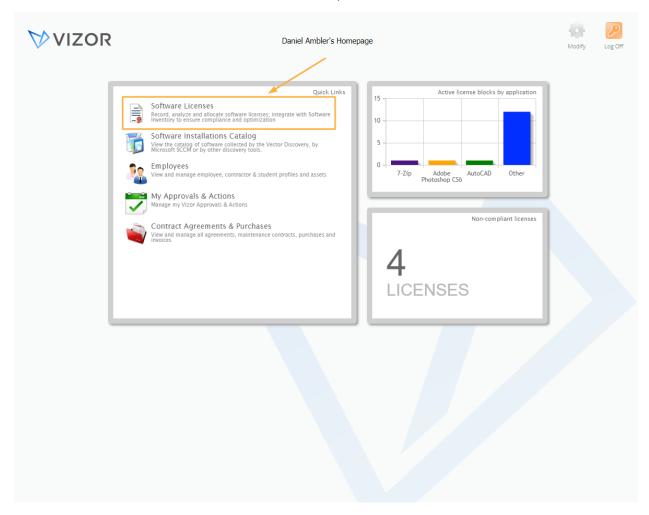
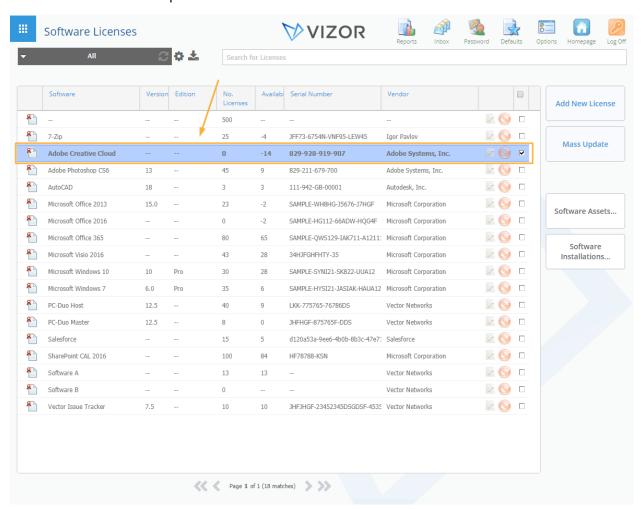
Add a Maintenance Service to a Software Asset

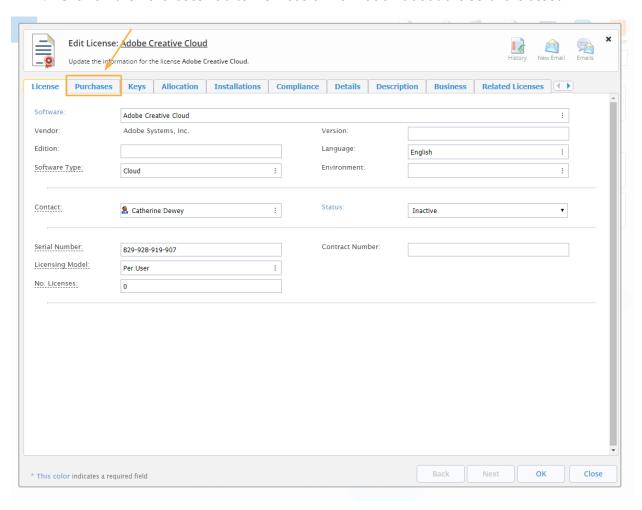
1. Click the Software Licenses Quick Link to open it



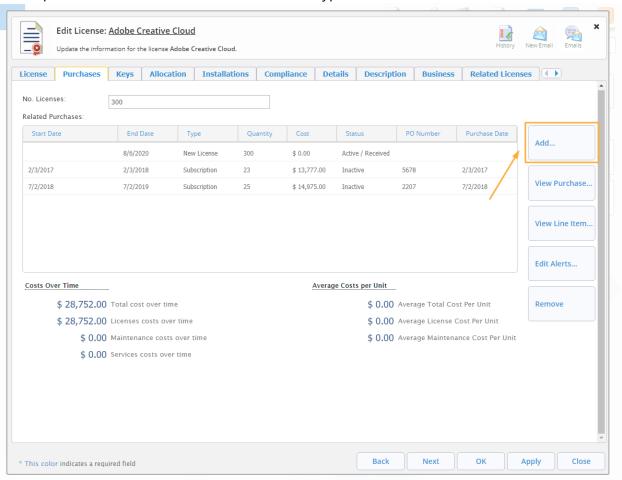
- 1. Find the software asset you want to add a maintenance service to by either using the queries in the top left corner of the page, searching for it in the top right corner of the page or scrolling to the asset
- 2. Double-click to open the Software asset



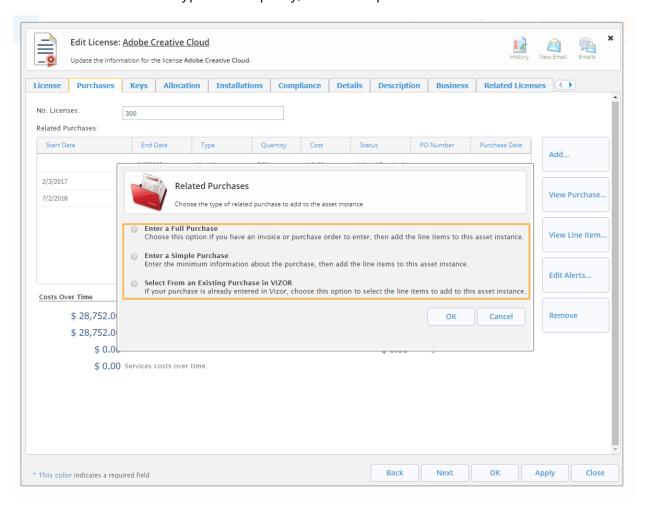
2. Click on the Purchases Tab to view basic information about the software asset



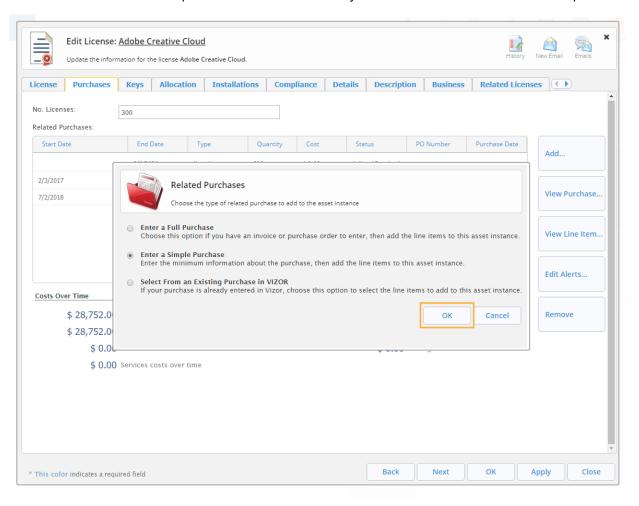
3. Click on Add to add a new purchase to the software asset. This will open a window where it will ask you what type of purchase you want to create. To get more information about what option to select, see the Related Purchases Types KB



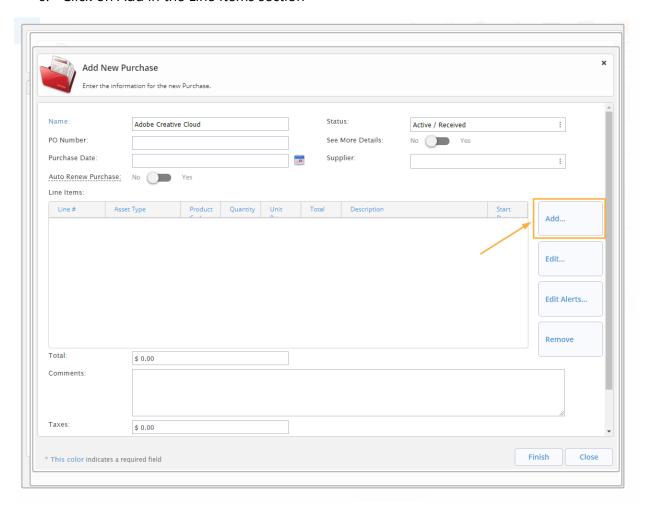
4. Select a Purchase type. For simplicity, Enter a Simple Purchase will be selected below.



5. Click OK. This will open a new window where you can add information to a new purchase

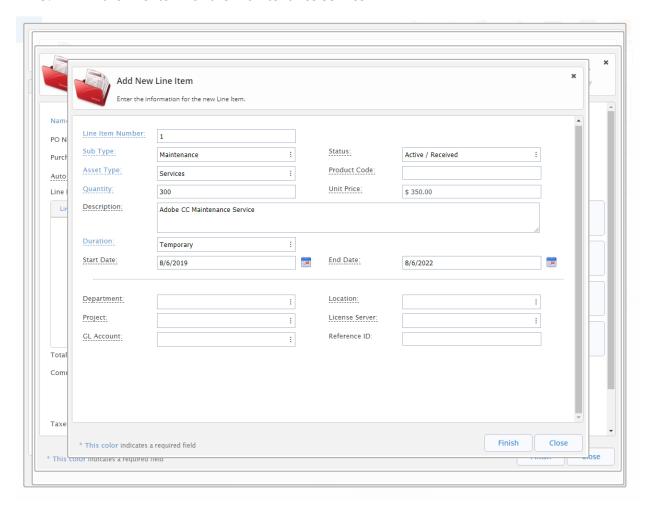


6. Click on Add in the Line Items section



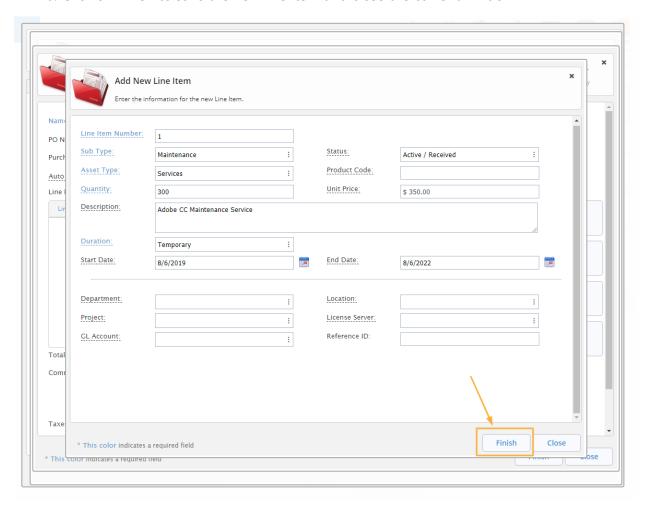
7. Click OK on the alert that reminds you to save the current Purchase.

- 8. A new window will pop up to add a new line item
- 9. Fill in the line item for the Maintenance service



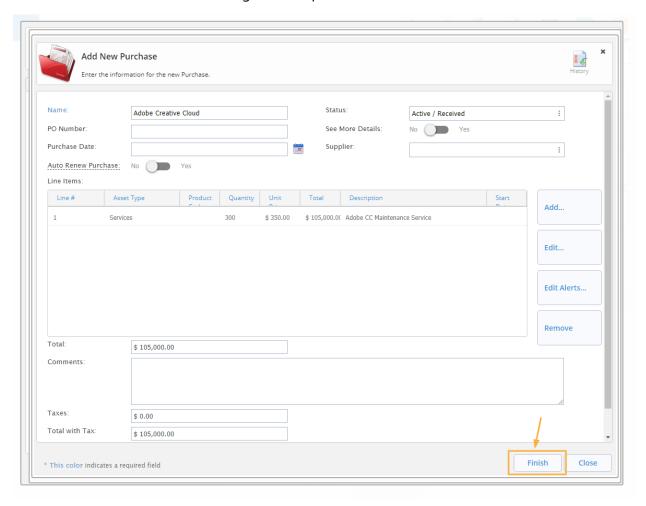
NOTE: Make sure that the *sub type* is set to Maintenance

10. Click on Finish to save the new line item and close the current window



11. Click OK on the alert that pops up reminding you that VIZOR will create the instances in the background

12. Click Finish to save the changes to the purchase and close the window



13. Click OK to close the window of the currently open Software Asset

