

Add a Maintenance Service to a Software Asset

1. Click the Software Licenses Quick Link to open it

The screenshot shows the VIZOR dashboard for Daniel Ambler. The dashboard includes a 'Quick Links' section on the left with five items: 'Software Licenses', 'Software Installations Catalog', 'Employees', 'My Approvals & Actions', and 'Contract Agreements & Purchases'. The 'Software Licenses' link is highlighted with an orange box and an arrow. To the right, there are two charts: 'Active license blocks by application' and 'Non-compliant licenses'. The 'Non-compliant licenses' chart shows a large number '4' and the word 'LICENSES'.

Quick Links

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

Active license blocks by application

Application	Count
7-Zip	1
Adobe Photoshop CS6	1
AutoCAD	1
Other	12

Non-compliant licenses

4
LICENSES

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

Software Licenses

VIZOR

Reports Inbox Password Defaults Options Homepage Log Off

All Search for Licenses

Software	Version	Edition	No. Licenses	Availab	Serial Number	Vendor		
--	--	--	500	--	--	--		
7-Zip	--	--	25	-4	JFF73-6754N-VNF95-LEW45	Igor Pavlov		
Adobe Creative Cloud	--	--	0	-14	829-928-919-907	Adobe Systems, Inc.		<input checked="" type="checkbox"/>
Adobe Photoshop CS6	13	--	45	9	829-211-679-700	Adobe Systems, Inc.		
AutoCAD	18	--	3	3	111-942-GB-00001	Autodesk, Inc.		
Microsoft Office 2013	15.0	--	23	-2	SAMPLE-WH8HG-J5676-J7HGF	Microsoft Corporation		
Microsoft Office 2016	--	--	0	-2	SAMPLE-HG112-66ADW-HQG4F	Microsoft Corporation		
Microsoft Office 365	--	--	80	65	SAMPLE-QWS129-IAK711-A1211:	Microsoft Corporation		
Microsoft Visio 2016	--	--	43	28	34HJFGHFHTY-35	Microsoft Corporation		
Microsoft Windows 10	10	Pro	30	28	SAMPLE-SYNI21-SK822-UUA12	Microsoft Corporation		
Microsoft Windows 7	6.0	Pro	35	6	SAMPLE-HYSI21-JASIAK-HAUA12	Microsoft Corporation		
PC-Duo Host	12.5	--	40	9	LKK-775765-76786DS	Vector Networks		
PC-Duo Master	12.5	--	8	0	JHFHGF-875765F-DDS	Vector Networks		
Salesforce	--	--	15	5	d120a53a-9ee6-4b0b-8b3c-47e7:	Salesforce		
SharePoint CAL 2016	--	--	100	84	HF78788-KSN	Microsoft Corporation		
Software A	--	--	13	13	--	Vector Networks		
Software B	--	--	0	--	--	Vector Networks		
Vector Issue Tracker	7.5	--	10	10	JHFJHGF-23452345DSGDSF-4535	Vector Networks		

Page 1 of 1 (18 matches)

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

Edit License: Adobe Creative Cloud
Update the information for the license Adobe Creative Cloud.

History New Email Emails

License Purchases Keys Allocation Installations Compliance Details Description Business Related Licenses

Software: Adobe Creative Cloud

Vendor: Adobe Systems, Inc. **Version:**

Edition: **Language:** English

Software Type: Cloud **Environment:**

Contact: Catherine Dewey **Status:** Inactive

Serial Number: 829-928-919-907 **Contract Number:**

Licensing Model: Per User

No. Licenses: 0

* This color indicates a required field

Back Next OK Close

- 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

Edit License: Adobe Creative Cloud
Update the information for the license Adobe Creative Cloud.

History New Email Emails

License Purchases Keys Allocation Installations Compliance Details Description Business Related Licenses

No. Licenses:

Related Purchases:

Start Date	End Date	Type	Quantity	Cost	Status	PO Number	Purchase Date
	8/6/2020	New License	300	\$ 0.00	Active / Received		
2/3/2017	2/3/2018	Subscription	23	\$ 13,777.00	Inactive	5678	2/3/2017
7/2/2018	7/2/2019	Subscription	25	\$ 14,975.00	Inactive	2207	7/2/2018

Costs Over Time

\$ 28,752.00 Total cost over time
\$ 28,752.00 Licenses costs over time
\$ 0.00 Maintenance costs over time
\$ 0.00 Services costs over time

Average Costs per Unit

\$ 0.00 Average Total Cost Per Unit
\$ 0.00 Average License Cost Per Unit
\$ 0.00 Average Maintenance Cost Per Unit

* This color indicates a required field

Back Next OK Apply Close

Buttons: Add... View Purchase... View Line Item... Edit Alerts... Remove

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

The screenshot shows the 'Edit License: Adobe Creative Cloud' window. The 'Purchases' tab is active, and the 'No. Licenses' field is set to 300. A 'Related Purchases' dialog box is open, prompting the user to choose a purchase type. The dialog box contains three options: 'Enter a Full Purchase', 'Enter a Simple Purchase', and 'Select From an Existing Purchase in VIZOR'. The 'Enter a Simple Purchase' option is highlighted with a red border. The background interface shows a table of related purchases with columns for Start Date, End Date, Type, Quantity, Cost, Status, PO Number, and Purchase Date. Below the table, there is a 'Costs Over Time' section with a table showing costs of \$28,752.00 and \$0.00. At the bottom of the window, there are buttons for 'Back', 'Next', 'OK', 'Apply', and 'Close'. A note at the bottom left states '* This color indicates a required field'.

Edit License: Adobe Creative Cloud
Update the information for the license Adobe Creative Cloud.

History New Email Emails

License Purchases Keys Allocation Installations Compliance Details Description Business Related Licenses

No. Licenses: 300

Related Purchases:

Start Date	End Date	Type	Quantity	Cost	Status	PO Number	Purchase Date
2/3/2017							
7/2/2018							

Related Purchases
Choose the type of related purchase to add to the asset instance

- Enter a Full Purchase**
Choose this option if you have an invoice or purchase order to enter, then add the line items to this asset instance.
- Enter a Simple Purchase**
Enter the minimum information about the purchase, then add the line items to this asset instance.
- Select From an Existing Purchase in VIZOR**
If your purchase is already entered in Vizor, choose this option to select the line items to add to this asset instance.

OK Cancel

Costs Over Time

\$ 28,752.00	
\$ 28,752.00	
\$ 0.00	
\$ 0.00	Services costs over time

* This color indicates a required field

Back Next OK Apply Close

Add...
View Purchase...
View Line Item...
Edit Alerts...
Remove

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

The screenshot shows the 'Edit License: Adobe Creative Cloud' window. The 'Purchases' tab is active, and the 'No. Licenses' field is set to 300. A 'Related Purchases' dialog box is open, prompting the user to choose the type of related purchase to add to the asset instance. The dialog box has three radio button options: 'Enter a Full Purchase', 'Enter a Simple Purchase' (which is selected), and 'Select From an Existing Purchase in VIZOR'. The 'OK' button in the dialog box is highlighted with an orange border. The background window shows a table of related purchases with columns for Start Date, End Date, Type, Quantity, Cost, Status, PO Number, and Purchase Date. Below the table, there is a 'Costs Over Time' section with a list of costs: \$ 28,752.00, \$ 28,752.00, \$ 0.00, and \$ 0.00 Services costs over time. At the bottom of the window, there are buttons for Back, Next, OK, Apply, and Close. A note at the bottom left states '* This color indicates a required field'.

Edit License: Adobe Creative Cloud
Update the information for the license Adobe Creative Cloud.

History New Email Emails

License Purchases Keys Allocation Installations Compliance Details Description Business Related Licenses

No. Licenses: 300

Related Purchases:

Start Date	End Date	Type	Quantity	Cost	Status	PO Number	Purchase Date
2/3/2017							
7/2/2018							

Related Purchases
Choose the type of related purchase to add to the asset instance

- Enter a Full Purchase
Choose this option if you have an invoice or purchase order to enter, then add the line items to this asset instance.
- Enter a Simple Purchase
Enter the minimum information about the purchase, then add the line items to this asset instance.
- Select From an Existing Purchase in VIZOR
If your purchase is already entered in Vizor, choose this option to select the line items to add to this asset instance.

OK Cancel

Costs Over Time

- \$ 28,752.00
- \$ 28,752.00
- \$ 0.00
- \$ 0.00 Services costs over time

* This color indicates a required field

Back Next OK Apply Close

6. Click on Add in the Line Items section

The screenshot shows a web application window titled "Add New Purchase" with a red folder icon. The subtitle reads "Enter the information for the new Purchase." The form contains several input fields and controls:

- Name:** Adobe Creative Cloud
- Status:** Active / Received
- PO Number:** (empty)
- See More Details:** No (selected) / Yes
- Purchase Date:** (empty)
- Supplier:** (empty)
- Auto Renew Purchase:** No (selected) / Yes

The "Line Items" section features a table with the following headers: Line #, Asset Type, Product, Quantity, Unit, Total, Description, and Start. To the right of the table is a vertical menu with four buttons: "Add..." (highlighted with an orange box and an arrow), "Edit...", "Edit Alerts...", and "Remove".

Below the table, there are summary fields:

- Total:** \$ 0.00
- Comments:** (empty text area)
- Taxes:** \$ 0.00

At the bottom left, a note states: "* This color indicates a required field". At the bottom right, there are "Finish" and "Close" buttons.

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

Add New Line Item
Enter the information for the new Line Item.

Line Item Number:	1	Status:	Active / Received
Sub Type:	Maintenance	Product Code:	
Asset Type:	Services	Unit Price:	\$ 350.00
Quantity:	300	Description:	Adobe CC Maintenance Service
Duration:	Temporary	Start Date:	8/6/2019
End Date:	8/6/2022	Department:	
Location:		Project:	
License Server:		GL Account:	
Reference ID:			

* This color indicates a required field
* This color indicates a required menu

Buttons: Finish, Close

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

Add New Line Item
Enter the information for the new Line Item.

Line Item Number: 1

Sub Type: Maintenance **Status:** Active / Received

Asset Type: Services **Product Code:**

Quantity: 300 **Unit Price:** \$ 350.00

Description: Adobe CC Maintenance Service

Duration: Temporary

Start Date: 8/6/2019 **End Date:** 8/6/2022

Department: **Location:**

Project: **License Server:**

GL Account: **Reference ID:**

Finish **Close**

* This color indicates a required field

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

The screenshot shows a software window titled "Add New Purchase" with a red folder icon and a "History" button in the top right. The window contains several input fields and a table. The "Name" field is filled with "Adobe Creative Cloud". The "Status" dropdown is set to "Active / Received". The "Auto Renew Purchase" toggle is set to "No". The "Line Items" table has one row with the following data:

Line #	Asset Type	Product	Quantity	Unit	Total	Description	Start
1	Services		300	\$ 350.00	\$ 105,000.00	Adobe CC Maintenance Service	

Below the table, the "Total" field shows "\$ 105,000.00", "Taxes" shows "\$ 0.00", and "Total with Tax" shows "\$ 105,000.00". At the bottom right, the "Finish" button is highlighted with an orange box and an arrow pointing to it from above. The "Close" button is also visible next to it. A footer note states: "* This color indicates a required field".

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

Edit License: Adobe Creative Cloud
Update the information for the license Adobe Creative Cloud.

History New Email Emails

License Purchases Keys Allocation Installations Compliance Details Description Business Related Licenses

No. Licenses:

Related Purchases:

Start Date	End Date	Type	Quantity	Cost	Status	PO Number	Purchase Date
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7/2/2018	7/2/2019	Subscription	25	\$ 14,975.00	Inactive	2207	7/2/2018

Costs Over Time

\$ 28,752.00	Total cost over time	\$ 0.00	Average Total Cost Per Unit
\$ 28,752.00	Licenses costs over time	\$ 0.00	Average License Cost Per Unit
\$ 0.00	Maintenance costs over time	\$ 0.00	Average Maintenance Cost Per Unit
\$ 0.00	Services costs over time		

Average Costs per Unit

* This color indicates a required field

Back Next **OK** Apply Close