

Edit Alerts for a Software Asset Purchase

1. Click the Software Licenses Quick Link

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 count of 4 licenses.

VIZOR Daniel Ambler's Homepage Modify Log Off

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

2. Find the Software License record by using queries in the top left corner, the search bar at the top left or scrolling through your list of assets, to know more about how to use the advanced search, see the Advanced Search article
3. Open the record by double-clicking it

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)

Add New License
Mass Update
Software Assets...
Software Installations...

4. Click on the Purchases Tab to show the purchase information about the software asset

The screenshot shows a software management interface for editing a license. The window title is "Edit License: Adobe Creative Cloud" with a subtitle "Update the information for the license Adobe Creative Cloud." The "Purchases" tab is highlighted with an orange box. The interface contains several input fields for license details, including software name, vendor, edition, type, contact, status, serial number, contract number, licensing model, and the number of licenses. A legend at the bottom left indicates that a red asterisk marks required fields. Navigation buttons "Back", "Next", "OK", and "Close" are located at the bottom right.

Field	Value
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

- Select a Related purchase again need to capitalize both or neither "Select the purchase you need to edit the alert for?"

Edit License: Adobe Creative Cloud
History New Email Emails

Update the information for the license Adobe Creative Cloud.

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		
2/3/2016	2/3/2017	Subscription	18	\$ 8,982.00	Inactive	84556	2/3/2016
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

<p>Costs Over Time</p> <p>\$ 37,734.00 Total cost over time</p> <p>\$ 37,734.00 Licenses costs over time</p> <p>\$ 0.00 Maintenance costs over time</p> <p>\$ 0.00 Services costs over time</p>	<p>Average Costs per Unit</p> <p>\$ 0.00 Average Total Cost Per Unit</p> <p>\$ 0.00 Average License Cost Per Unit</p> <p>\$ 0.00 Average Maintenance Cost Per Unit</p>
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Add...
View Purchase...
View Line Item...
Edit Alerts...
Remove

* This color indicates a required field

Back Next OK Apply Close

6. Click on Edit Alerts. This will open another window where you will be able to edit alerts

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

7. Fill in when you want to get an alert for this purchase and set the renewal date. Select the appropriate *days prior* setting (you can select more than one) then fill in the Stakeholders. In other words, who will receive the alert you want the alerts to go to

The screenshot shows a software interface for editing a license. The main window is titled "Edit License: Adobe Creative Cloud" and contains a navigation bar with tabs: License, Purchases, Keys, Allocation, Installations, Compliance, Details, Description, Business, and Related Licenses. The "Purchases" tab is active. On the left, there are sections for "No. Licenses:", "Related Purchases:" (with a table of start dates), and "Costs Over Time:" (with a list of costs). A modal dialog box titled "Edit Line Item" is open in the center, allowing the user to update information for a specific line item. The dialog includes a "Review Date:" field, a "History" button, and a list of alert settings with toggle switches: "On Review Date:", "7 Days Prior:", "30 Days Prior:", "60 Days Prior:", and "90 Days Prior:". Each setting has "No" and "Yes" options. Below these is a "Stakeholders:" text area. At the bottom of the dialog, there is a note: "* This color indicates a required field" and "OK" and "Close" buttons. The main window also has "Back", "Next", "OK", "Apply", and "Close" buttons at the bottom.

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
2/3/2017
7/2/2018

Costs Over Time

- \$ 28,752.0
- \$ 28,752.0
- \$ 0.0
- \$ 0.0

Edit Line Item
Update the information for the Line Item.

History

Review Date:

On Review Date: No Yes

7 Days Prior: No Yes

30 Days Prior: No Yes

60 Days Prior: No Yes

90 Days Prior: No Yes

Stakeholders:

* This color indicates a required field

OK Close

Back Next OK Apply Close

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

8. Click OK to save and close the alert settings

The screenshot shows a software interface for managing licenses. The main window is titled "Edit License: Adobe Creative Cloud" and has several tabs: License, Purchases, Keys, Allocation, Installations, Compliance, Details, Description, Business, and Related Licenses. The "Purchases" tab is active, showing a table of related purchases with columns for "Start Date" and "Costs Over Time".

An "Edit Line Item" dialog box is open in the foreground. It has a title bar with a red folder icon and a close button. The dialog box contains the following fields and controls:

- Review Date:** A text input field containing "8/6/2020".
- On Review Date:** A toggle switch set to "Yes".
- 7 Days Prior:** A toggle switch set to "Yes".
- 30 Days Prior:** A toggle switch set to "No".
- 60 Days Prior:** A toggle switch set to "No".
- 90 Days Prior:** A toggle switch set to "No".
- Stakeholders:** A text area containing "<Supervisor of:Contact>".

At the bottom of the dialog box, there are two buttons: "OK" and "Close". An orange arrow points to the "OK" button, which is also highlighted with a yellow border. A note at the bottom left of the dialog box states: "* This color indicates a required field".

The main window also has a "Costs Over Time" section with a table showing values: \$ 28,752.0, \$ 28,752.0, \$ 0.0, and \$ 0.0. At the bottom of the main window, there are buttons for "Back", "Next", "OK", "Apply", and "Close". A note at the bottom left of the main window states: "* This color indicates a required field".

9. Click OK again to save and close the changes to 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

No. Licenses:

Related Purchases:

Start Date	End Date	Type	Quantity	Cost	Status	PO Number	Purchase Date
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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