

Edit a Line item in a Software Asset Purchase

1. Click the Software Licenses Quick Link

The screenshot shows the VIZOR dashboard for Daniel Ambler. The top left features the VIZOR logo. The top center displays the user's name, "Daniel Ambler's Homepage". The top right contains "Modify" and "Log Off" icons. A "Quick Links" panel on the left lists several options, with "Software Licenses" highlighted by an orange arrow. To the right, there are two charts: "Active license blocks by application" and "Non-compliant 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

2. Double-click a Software License record to open it. For more details, see the Advanced Search article

Software Licenses

VIZOR

Reports | Inbox | Password | Defaults | Options | Homepage | Log Off

All

	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.			<input type="checkbox"/>
	AutoCAD	18	--	3	3	111-942-GB-00001	Autodesk, Inc.			<input type="checkbox"/>
	Microsoft Office 2013	15.0	--	23	-2	SAMPLE-WH8HG-J5676-J7HGF	Microsoft Corporation			<input type="checkbox"/>
	Microsoft Office 2016	--	--	0	-2	SAMPLE-HG112-66ADW-HQG4F	Microsoft Corporation			<input type="checkbox"/>
	Microsoft Office 365	--	--	80	65	SAMPLE-QWS129-IAK711-A1211	Microsoft Corporation			<input type="checkbox"/>
	Microsoft Visio 2016	--	--	43	28	34HJGFHFTY-35	Microsoft Corporation			<input type="checkbox"/>
	Microsoft Windows 10	10	Pro	30	28	SAMPLE-SYNI21-SK822-UUA12	Microsoft Corporation			<input type="checkbox"/>
	Microsoft Windows 7	6.0	Pro	35	6	SAMPLE-HYSI21-JASIAK-HAUA12	Microsoft Corporation			<input type="checkbox"/>
	PC-Duo Host	12.5	--	40	9	LKK-775765-76786DS	Vector Networks			<input type="checkbox"/>
	PC-Duo Master	12.5	--	8	0	JHFHGF-875765F-DDS	Vector Networks			<input type="checkbox"/>
	Salesforce	--	--	15	5	d120a53a-9ee6-4b0b-8b3c-47e7	Salesforce			<input type="checkbox"/>
	SharePoint CAL 2016	--	--	100	84	HF78788-KSN	Microsoft Corporation			<input type="checkbox"/>
	Software A	--	--	13	13	--	Vector Networks			<input type="checkbox"/>
	Software B	--	--	0	--	--	Vector Networks			<input type="checkbox"/>
	Vector Issue Tracker	7.5	--	10	10	JHFJHGF-23452345DSGDSF-453	Vector Networks			<input type="checkbox"/>

Page 1 of 1 (18 matches)

Buttons: Add New License, Mass Update, Software Assets..., Software Installations...

3. Click on the Purchases Tab to view the basic 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, a contact dropdown, and a status dropdown. At the bottom, there are "Back", "Next", "OK", and "Close" buttons, along with a note: "* This color indicates a required field".

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 the purchase in which the line item needs to be edited.
This will open the information of all the purchases related to the software asset.

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

Costs Over Time

\$ 37,734.00 Total cost over time

\$ 37,734.00 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

Add...

View Purchase...

View Line Item...

Edit Alerts...

Remove

* This color indicates a required field

Back

Next

OK

Apply

Close

- Click on View Purchase. This will open a new window that shows the information of the selected purchase

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		
2/3/2016	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

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

Costs Over Time

\$ 37,734.00 Total cost over time
\$ 37,734.00 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

6. Select the Line Item you want to edit

Edit License: Adobe Creative Cloud

Edit Purchase
Update the information for the Purchase.

Invoice Number: 1002 Requisition Number:

Contact: Requested Date: 12/29/2018 8:42:59 PM

Sold to Organization: Company A Cost Center: Cost Center 3

Sold to Person: Chris Hubbard Approved Date:

Ordered Date: Received Date:

Supplier: <Direct from Vendor> Supplier Contact:

Attachments

Line Items:

Line #	Asset Type	Product	Quantity	Unit	Total	Description	Start	
1	Adobe Creative Cloud		18		\$ 499.00	\$ 8,982.00	Adobe Creative Cloud	2/3/2016

Total: \$ 8,982.00
Taxes: \$ 0.00

* This color indicates a required field

OK Close

Back Next OK Apply Close

7. Click Edit on the right side of the window

Edit License: Adobe Creative Cloud

Edit Purchase
Update the information for the Purchase.

Invoice Number: 1002 Requisition Number: Requested Date: 12/29/2018 8:42:59 PM

Contact: Cost Center: Cost Center 3

Sold to Organization: Company A Approved Date: Received Date: Supplier Contact: Supplier: <Direct from Vendor>

Ordered Date: Supplier: <Direct from Vendor>

Attachments

Line Items:

Line #	Asset Type	Product	Quantity	Unit	Total	Description	Start
1	Adobe Creative Cloud		18	\$ 499.00	\$ 8,982.00	Adobe Creative Cloud	2/3/2016

Total: \$ 8,982.00
Taxes: \$ 0.00

* This color indicates a required field

Buttons: Add..., Edit..., Edit Alerts..., Remove, OK, Close

Footer: Back, Next, OK, Apply, Close

- Another window will pop up to edit that specific line item. Edit the information you want to change

Edit License: Adobe Creative Cloud

Edit Line Item

Update the information for the Line Item.

Line Item Number: 1

Sub Type: Subscription

Asset Type: Adobe Creative Cloud

Quantity: 18

Total: \$ 8,982.00

Description: Adobe Creative Cloud

Duration: Temporary

Start Date: 2/3/2016

End Date: 2/3/2017

Status: Inactive

Product Code:

Unit Price: \$ 499.00

Auto Create Assets: No Yes

Department:

Project:


GL Account:

Location:

License Server:

Reference ID:

Line Item ID: 1105

 All the asset instances associated to this purchase have been created.

* This color indicates a required field

OK Close

9. Click OK to save the changes and close the Edit line item window

Edit License: Adobe Creative Cloud

Edit Line Item
Update the information for the Line Item.

Line Item Number: 1

Sub Type: Subscription

Asset Type: Adobe Creative Cloud

Quantity: 18

Total: \$ 8,982.00

Description: Adobe Creative Cloud

Duration: Temporary

Start Date: 2/3/2016

End Date: 2/3/2017

Status: Inactive

Product Code:

Unit Price: \$ 499.00

Auto Create Assets: No Yes

Department:

Project:

GL Account:

Location:

License Server:

Reference ID:

Line Item ID: 1105

All the asset instances associated to this purchase have been created.

* This color indicates a required field

OK Close

10. Click OK to close the window of the purchase

Edit Purchase

Update the information for the Purchase.

Invoice Number: 1002 Requisition Number:

Contact: Requested Date: 12/29/2018 8:42:59 PM

Sold to Organization: Company A Cost Center: Cost Center 3

Sold to Person: Chris Hubbard Approved Date:

Ordered Date: Received Date:

Supplier: <Direct from Vendor> Supplier Contact:

[Attachments](#)

Line Items:

Line #	Asset Type	Product	Quantity	Unit	Total	Description	Start
1	Adobe Creative Cloud		18	\$ 499.00	\$ 8,982.00	Adobe Creative Cloud	2/3/2016

Total: \$ 8,982.00

Taxes: \$ 0.00

Total with Tax: \$ 8,982.00

* This color indicates a required field

OK Close

11. Click OK again to save the changes within the Software Asset. This will also close the window

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		
2/3/2016	2/3/2017	Subscription	18	\$ 8,982.00	Inactive	84556	2/3/2016
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7/2/2018	7/2/2019	Subscription	25	\$ 14,975.00	Inactive	2207	7/2/2018

Costs Over Time

\$ 37,734.00	Total cost over time	\$ 0.00	Average Total Cost Per Unit
\$ 37,734.00	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		

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

* This color indicates a required field

Back Next **OK** Apply Close