

Edit 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, a bar chart titled 'Active license blocks by application' on the right, and a 'Non-compliant licenses' card at the bottom right. The 'Software Licenses' link in the 'Quick Links' section is highlighted with an orange box and an arrow pointing to it.

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 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
2. Double-click the Software License record that you want to edit.

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)

3. Click on the Purchases Tab to show the basic 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 a yellow box and an orange arrow. The interface contains several input fields for license details.

| 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 |

* This color indicates a required field

Buttons: Back, Next, OK, Close

4. Select a Related Purchase that you want to edit

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 |

| | | | |
|------------------------|-----------------------------|-------------------------------|-----------------------------------|
| <u>Costs Over Time</u> | | <u>Average Costs per Unit</u> | |
| \$ 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 | | |

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

* This color indicates a required field

Back Next OK Apply Close

5. Click on View Purchase to load it. This will open a new window where you can edit all the necessary information about the purchase available to you

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 | | |
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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

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

6. Edit the information that you want

Edit License: Adobe Creative Cloud

Edit Purchase

Update the information for the Purchase.

History

Name: Status:

PO Number: Purchase Date:

Invoice Number: Requisition Number:

Contact:

Sold to Organization: Requested Date:

Sold to Person: Cost Center:

Ordered Date: Approved Date:

Supplier: Supplier Contact:

Received Date:

Attachments

Line Items:

| Line # | Asset Type | Product | Quantity | Unit | Total | Description | Start |
|--------|----------------------|---------|----------|-----------|--------------|----------------|----------|
| 1 | Adobe Creative Cloud | | 23 | \$ 599.00 | \$ 13,777.00 | Creative Cloud | 2/3/2017 |

Add...
Edit...
Edit Alerts...

* This color indicates a required field

OK Close

Back Next OK Apply Close

7. Click OK to save your changes and it will also close the Purchase window

Edit License: Adobe Creative Cloud

Edit Purchase
Update the information for the Purchase.

Name: Adobe Creative Cloud 1008 **Status:** Inactive

PO Number: 5678 **Purchase Date:** 2/3/2017

Invoice Number: 1008 **Requisition Number:**

Contact: Demo User **Requested Date:** 12/30/2018 8:11:41 AM

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 | | 23 | \$ 599.00 | \$ 13,777.00 | Creative Cloud | 2/3/2017 |

* This color indicates a required field

OK **Close**

Back Next OK Apply Close

8. Click OK again to save the changes of the software asset and it 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 | | |
| 2/3/2017 | 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