

Remove a purchase from an existing Software License

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" buttons. A "Quick Links" section on the left lists several options: "Software Licenses" (highlighted with an orange box and arrow), "Software Installations Catalog", "Employees", "My Approvals & Actions", and "Contract Agreements & Purchases". To the right, there are two charts: "Active license blocks by application" (a bar chart) and "Non-compliant licenses" (a card showing "4 LICENSES").

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

Count
4

2. Double-click to open the Software License record that you want to remove a line item from. For more details, see the Advanced Search article

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-23452345DSDSF-4535	Vector Networks		

Page 1 of 1 (18 matches)

Add New License

Mass Update

Software Assets...

Software Installations...

3. Click on the Purchases Tab

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 form contains several fields for license details, contact information, and serial numbers. A note at the bottom left states "* 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

* This color indicates a required field

Buttons: Back, Next, OK, Close

4. Select a Related Purchase that you want to remove

Edit License: Adobe Creative Cloud

Update the information for the license Adobe Creative Cloud.

History
 New Email
 Emails
 X

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

5. Click on Remove

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

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

6. Confirm that you want to remove the selected items in the alert message
7. Click OK to save the changes to the software asset and 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:

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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
\$ 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