

Checklist of Best Practices for Software License Management

STEP 1: GATHER SOFTWARE LICENSES AND RELATED INFORMATION

- To complete this step, fill out the spreadsheet of your software licenses and related information [here](#)

STEP 2: PROOF OF PURCHASE

- Agree on one place to store all documents
- Place documents, license agreements, and maintenance contracts relating to the software listed in step one
- For each vendor, determine what else may be needed for proof of purchase

STEP 3: SCHEDULE TO TRACK COSTS REGULARLY

- Set time aside to update the costs related to the licenses. This can be every time there's a new purchase/receipt or can be scheduled on a monthly basis
- Use the spreadsheet in step one to help you keep the costs clear
- Determine what metrics are most important for you and create a template of report(s) to create every time you update the costs

STEP 4: SET REMINDERS

- Set reminders for renewals
- Set reminders for updating the spreadsheet and reports
- Set the reminders for upcoming maintenance
- Set up reminders for getting approval of license purchases

STEP 5: MAKE SOFTWARE LICENSE MANAGEMENT A PRIORITY

- Create processes and procedures
- Keep employees informed

VIZOR is a Software License Management tool that helps automate and streamline tasks like the ones listed above. [Calculate your potential Return on Investment of this tool with this spreadsheet.](#)

Alternatively, request a quote ask@vazor.cloud or call 770-622-2850