

License Manager 11

User Guide

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Table of Contents

- License Manager Overview 14**
- Business Units 15
- Add Business Unit 17
- Edit Business Unit 19
- Delete Business Unit 21
- Introduction to Workspaces 22
- Dashboards 25**
- How to Navigate the Dashboards Workspace 26
- Notifications Dashboard 26
- Status Notifications 28
- License Records Notifications 29
- Contract Records Notifications 30
- License Entitlements Notifications 30
- Assets Notifications 31
- Data Cleanse Notifications 33
- Virtualization Notifications 34
- Software Usage Notifications 35
- Software Metering Notifications 37
- Dictionary Notifications 37
- Compliance Dashboard 38

How to Navigate the Compliance Dashboard	38
Non-Compliance Chart	41
Total Installations Chart	42
License Availability Chart	44
Downgrade Summary Chart	45
Device Summary by OS Chart	46
Audit Compare Chart	47
Maintenance Dashboard	48
How to Navigate the Maintenance Dashboard	49
Renewals Dashboard	50
How to Navigate the Renewals Dashboard	51
Metering Dashboard	51
How to Navigate the Metering Dashboard	52
Metered Products by Manufacturer	54
Days Elapsed Since Last Usage Chart	54
Breakdown Of Last Usage Across All Installations Chart	55
Treemap Dashboard	55
How to Navigate the Treemap Dashboard	56
Virtualization Dashboard	58
How to Navigate the Virtualization Chart	59
Dashboards Tasks	63

About	64
Application Settings	65
Copy Dashboard Image	68
Dashboard Settings	69
Save Dashboard Image	71
Update License	72
Backup Database	76
Change Config Folder	77
Change Database	77
Export Attributes	78
Import Attributes	81
Import Content	82
Restore Database	84
View Config Folder	84
View Logs Folder	85
Reports	86
How to Refine and Sort Report Data	88
Licenses Reports	92
License Records	92
Product Transitions	97
Base License Allocations	100
License Summary	104

Contract Records Reports	109
Contract Records	109
License Entitlement Reports	111
License Entitlement	111
Data Cleanse Reports	116
Cleansing	116
Audit Comparison	126
Adobe Suite Components	132
Microsoft Office Suite Components	134
Visual Studio Components	136
Audit Partner	138
Imports Reports	141
Imports	141
Software Usage Reports	142
Software Inventory	142
Managed Coverage	145
Software Metering	148
Device Reports	150
Users	156
Virtualization	157
OEM Sampling	165

Server	167
Microsoft EA	169
Audit Partner Reports	171
Software Management	172
Software Usage Items Reports	176
Software Usage Items Reports	176
Vendors & Products Reports	178
Compliance Reports	182
Compliance Analysis	182
Compliance Summary	186
Compliance History	188
Effective License Position	189
Microsoft EA	194
Audit Partner	195
System Logs Reports	198
System Logs	198
Dictionary Reports	200
Dictionary	200
Reports Tasks	201
Export Data as CSV	201
Export Data to Excel	202

Load Report URL	202
License Records	204
How to Navigate The License Records Workspace	205
How to Organize The License Records Workspace	206
License Records Tasks	212
Add License	213
Base License Allocation	219
Delete License	222
Import License Records	222
Register License	225
View License Details	225
Apply Product Transitions	226
Change Bundle Properties	228
Change Common Properties	228
Change Load Status	229
Duplicate License	230
Export License Records	230
Move License	231
Re-evaluate Licenses	233
Register All	234
Revert Product Transitions	235

Split and Move License	236
True Up Process	238
Unregister Licenses	241
Contract Records	243
How to Navigate the Contract Records Workspace	243
How to Organize the Contract Records Workspace	245
Contract Records Tasks	246
Add Contract	246
Delete Contract	251
View Contract Details	252
Move Contract	253
License Entitlements	256
How to Navigate the License Entitlements Workspace	256
How to Organize the License Entitlements list	258
License Entitlements Tasks	261
Add Entitlement	262
Delete Entitlement	267
View Entitlement Details	268
Remove Redundant	269
Assets	269
How to Navigate the Assets Workspace	271

Assets Tabs	273
Asset Summary	273
Devices	275
Users	278
Software Usage Items	280
Virtualization	283
Assets Tasks	302
Add Device	308
Add Manual Usage	310
Add User	311
Apply Virtualization Rules	311
Change Common Properties (Device)	312
Change Common Properties (Software Usage Items)	312
Change Common Properties (Users)	313
Update Compliance	314
Copy Device	318
Import Data	318
View Device Details	321
View User Details	323
Add Bookmarks	327
Check Asset List	327
Clear Bookmarks	329

Decommission Assets List	329
Decommission Assets	330
Delete All Metering Data	331
Delete Asset	331
Export Data	332
Export Software Usage Items	332
Recommission Assets	333
Recommission Assets List	333
Set Bookmarks by Filter	334
Set Bookmarks From List	336
Undo Manual Edits	338
Data Cleanse	339
How to Navigate the Data Cleanse Workspace	340
Data Cleanse Tabs	342
ESI Mapping	342
EXE Mapping	345
User Mapping	349
Unmatched Reports	351
Suites and Rules	352
Data Cleanse Tasks	354
Apply Rules	355

Apply Suites	356
Match All	357
Match One	358
ESI Export Unmatched	359
Match All	360
Combine Definition Editor	361
Reset Audit Run	361
Rules Definition Editor	362
Suites Definitions Editor	364
Compliance	367
How to Navigate the Compliance Workspace	367
Compliance Tabs	369
Compliance Tab	369
Compliance History Tab	377
Compliance Tasks	379
Abort	384
Accept	385
Acknowledge	386
Add Usage	386
Allocate Automatically	387
Allocate Manually	389

Baseline Compliance	391
Change Tracking Status	391
Decline	392
Delete Usage	392
Import Software Usage	393
Promote All To Root	394
Promote	395
Remove Allocations	396
Remove	396
View Usage Details	397
Remove Old Products	398
Remove Over Allocation	398
Manage Sub-unit Software	399
Dictionaries	403
Types of Dictionary	404
Agreements Dictionary	404
Countries Dictionary	405
Currencies Dictionary	405
Device Classes Dictionary	406
Environments Dictionary	406
Install Source Dictionary	407
License Metrics Dictionary	408

Manufacturers Dictionary	409
ESI Signatures Dictionary	410
Platform Types Dictionary	410
Product Categories Dictionary	410
Product Elements Dictionary	411
Products Dictionary	411
Responsibilities Dictionary	413
Dictionaries Tasks	413
Import	414
Dictionary Maintenance	415
Export	416
Export Product Attributes	417
Import Product Attributes	418
Views	420
Support	423

LICENSE MANAGER OVERVIEW

To calculate your organization's compliance position, License Manager produces a highly accurate analysis of software usage and applies this to your license entitlement. Users can then create customized views of their data, monitor software usage and generate comprehensive reports.

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Key features of License Manager

- Imports license entitlements from multiple sources and validates those entitlements.
- Calculates downgrade and cross-grade rights for efficient application of licenses.
- Imports software audit data from any asset management tool.
- Cleanses this data using sophisticated matching techniques.
- Reconciles your organization's software usage and software entitlement to calculate the most advantageous Effective Licensing Position.
- Provides a number of reports on software installation, licensing position and more.

About the application

License Manager is a Windows application that runs on the .NET framework. It is a client application, and as such, it requires a valid connection to a Microsoft SQL Server database in order to function. The SQL Server software can be installed on the same PC as the License Manager application, or it can be installed on a remote computer. The latter is a more common scenario in larger organizations.

License Manager users are authenticated using database security. Users are given login access to the SQL Server and are granted permission of the *LicenseDashboardUser* role within the database. System administrators can use Local and Domain security groups to allocate permissions for convenience if required.

If you are preparing to install the software for the first time, please refer to the Getting Started With License Manager documentation for complete installation instructions.

Business Units

Within one organization, you may buy licenses by department, or for different geographical locations. Business Units allow you to make best use of that license entitlement. They allow you to group your devices according to the purchasing boundaries that make the most sense for your company.

Business Units also allow you to easily apply contract entitlement to a group of users or devices at the same time.

A Business Unit can be delegated and managed by another member of staff. For example, using delegation, a technician in the IT support department on a remote site can monitor licensing on their site only.

Creating Business Units

The way you set up Business Units will be unique to your organization. It will depend on the way you purchase and allocate software licenses. It may also be dependent on the teams or staff members who manage that license entitlement.

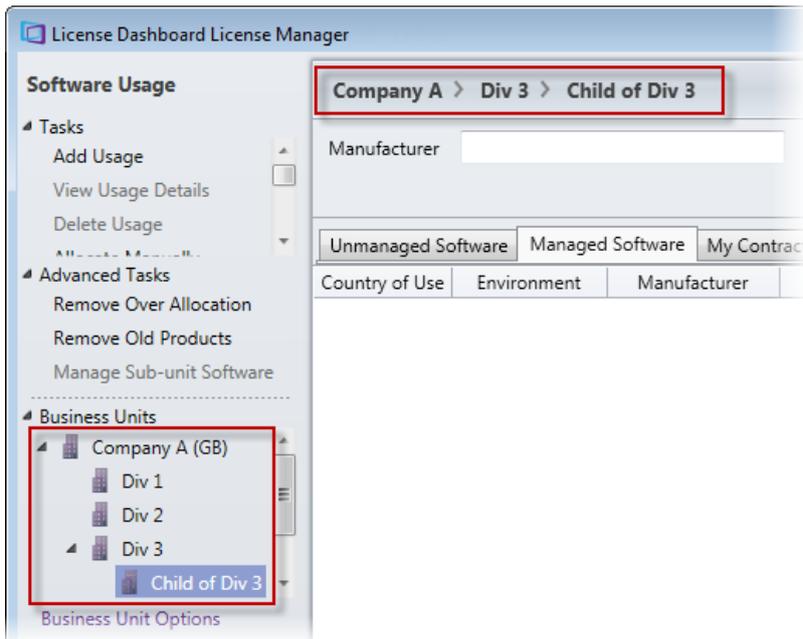
Take care to ensure the Business Unit structure you create allows you to effectively determine your organization's compliance status. Various graphs, charts and reports will be generated based on your Business Unit structure. If you choose a structure that does not best serve your needs, it can be time-consuming to change at a later date. It may also result in your licenses being applied incorrectly or inefficiently, leading to an inaccurate representation of your entitlement or compliance status.

Each Business Unit will have its own License Records, its own Contract Records, its own License Entitlement and its own record of Software Usage. As such, each additional Business Unit creates additional tasks in the License Manager workflow. It is not advisable to create large numbers of Business Units if they are not required.

Viewing and Changing Business Units

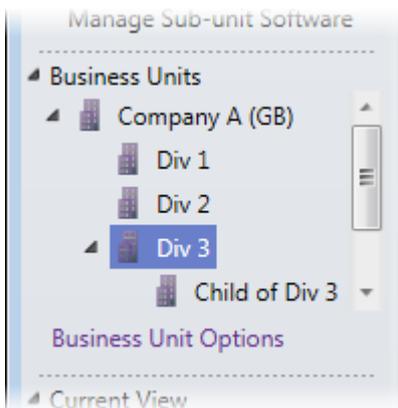
Business Units are always displayed in the License Manager sidebar, no matter which workspace you are using. If a Business Unit is associated with a Country of Usage, the country code will also be displayed in the sidebar.

The text at the top of every workspace indicates which Business Unit you have selected. Make sure that the correct Business Unit is selected before making any changes.



- Click  to hide the menu or sub-folders in the Business Units folder structure.
- Click  to show the menu or sub-folders.

One company can have several **child** Business Units, and they can also have further tiers of **child** Business Units. In the screenshot below, Div 3 is therefore a **child** of Company A, and a **parent** of Child of Div 3.



Business Unit Options

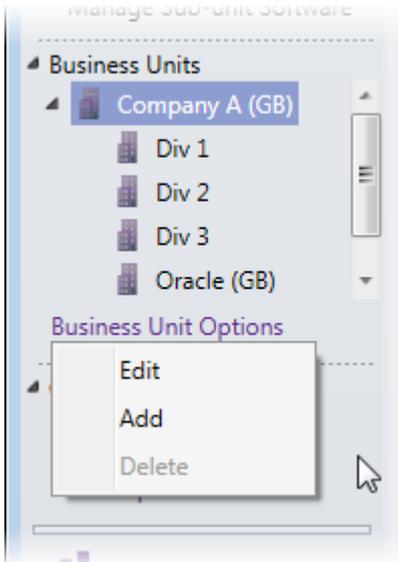
Left click the blue Business Unit Options text to view Tasks associated with Business Units. The options in the drop-down menu vary depending on the Business Unit that is highlighted.

- [Edit](#) allows you to change the details of the highlighted Business Unit.
- [Add](#) allows you to add a new Business Unit. The new Business Unit is added as a child to the selected Business Unit.
- [Delete](#) allows you to delete the selected Business Unit.

Add Business Unit

The add business unit option allows you to add a new business unit. The new business unit is added as a child to the selected business unit.

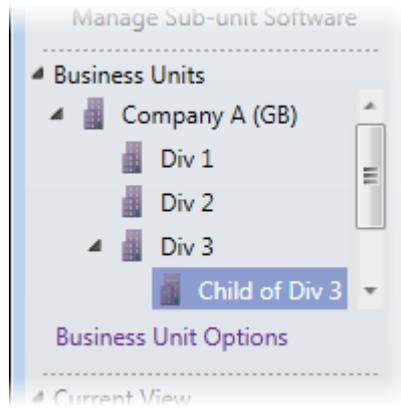
1. Select the parent business unit for the new child business unit.
2. Click **Business Unit Options**. The business unit options list is displayed.



3. Click **Add**. The new business unit window is displayed.

4. Input the **Name**
5. Input a **Code** to identify the new business unit
6. Select the **Country of Usage**
7. Input any other **User Specified** details for the new business unit. *Please Note: Use the [Application Settings task](#) to rename the user specified fields.*
8. Input a **Device Prefix** should you wish to automatically map devices to business units based upon a naming convention

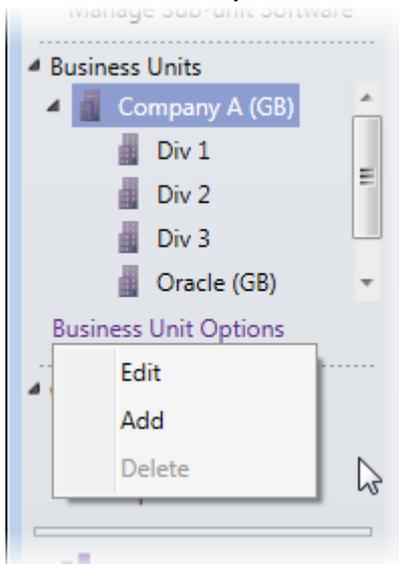
9. Click **OK**. The business unit is added as a child of the selected business unit.



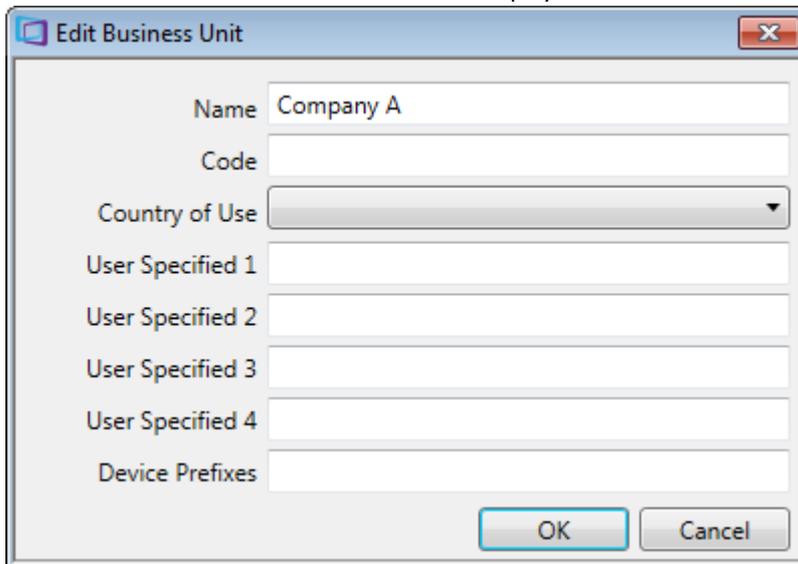
Edit Business Unit

The Edit Business Unit option allows you to edit the details of a Business Unit.

1. Select the Business Unit.
2. Click **Business Unit Options**. The business unit options list is displayed.

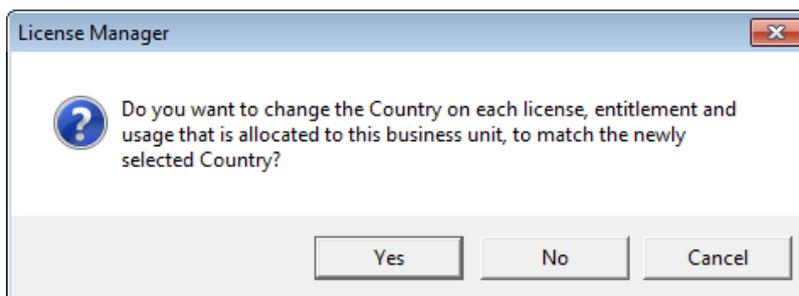


3. Click **Edit**. The Edit Business Unit window is displayed.



4. Edit the details of the Business Unit.
5. Click **OK**. The changes to the Business Unit are saved.

Please note, if you edit the Country of Usage field, a warning message is displayed.

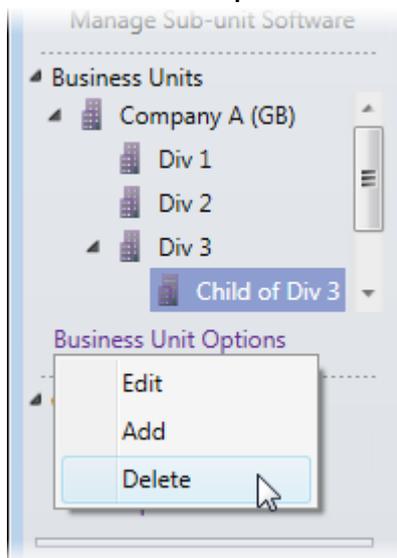


- Click **Yes** to save the changes and update the Country of Usage field for every license, entitlement and usage entry for the selected Business Unit.
- Click **No** to save the changes without updating every license, entitlement and usage entry for the selected Business Unit.
- Click **Cancel** to cancel the edits to the Business Unit.

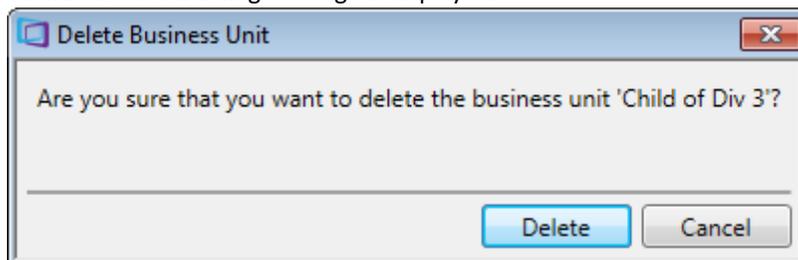
Delete Business Unit

The Delete Business Unit option allows you to delete the selected Business Unit. It is not possible to delete a Business Unit that has licenses, contracts, products or allocations associated with it. You also cannot delete a Business Unit that has one or more child Business Units.

1. Select the Business Unit to delete.
2. Click **Business Unit Options**. The business unit options list is displayed.

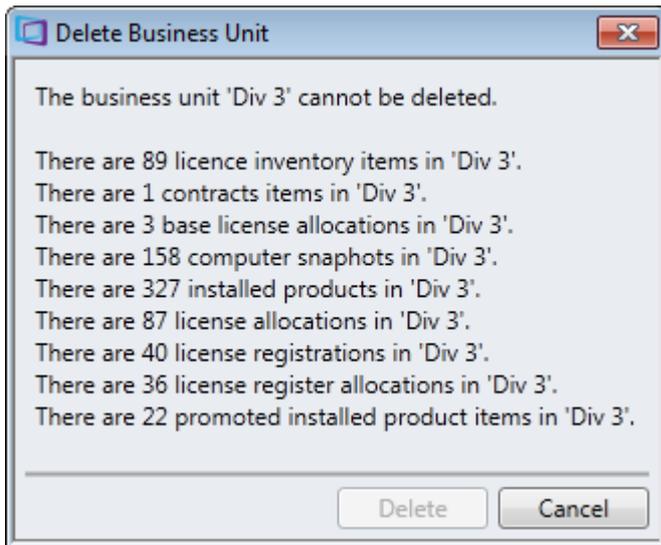


3. Click **Delete**. A warning message is displayed.



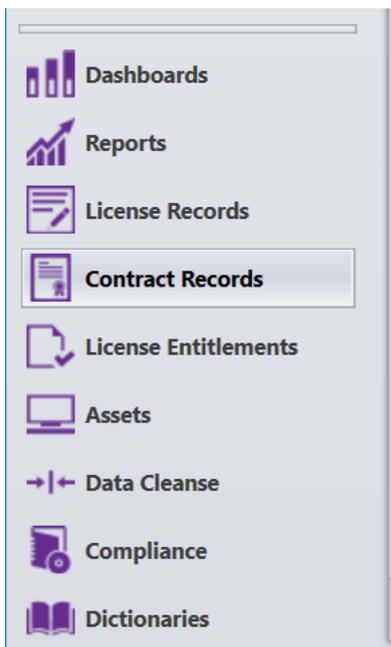
4. Click **Delete**. The Business Unit is displayed.

Please note, if you attempt to delete a Business Unit that has items associated with it, you will receive a warning message.



Introduction to Workspaces

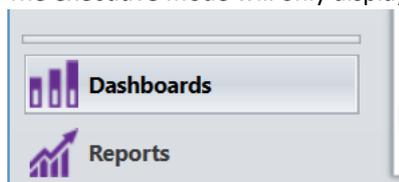
License Manager consists of nine different workspaces. Each workspace is associated with a particular process or group of tasks. Switch between workspaces by clicking the icons at the bottom left-hand side of the License Manager window.



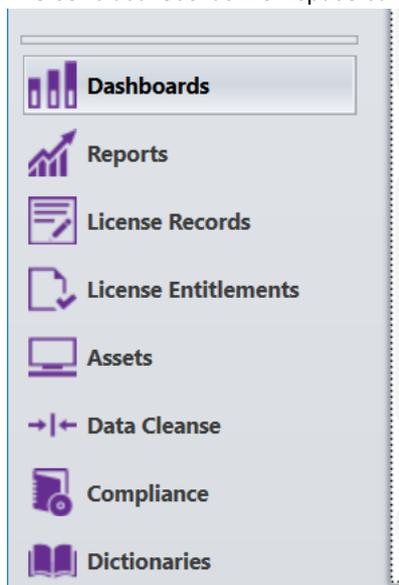
- The [Dashboards](#) workspace contains a series of interactive charts. The charts provide a graphical representation of your organization's compliance status, metrics and other data.
- The [Reports](#) workspace is used to produce different reports on the data held in an organization's License Manager Database.
- The [License Records](#) workspace is used to record and maintain license evidence, including Enterprise Agreements.
- The [Contract Records](#) workspace is used to record and maintain most contract agreements.
- The [License Entitlements](#) workspace is used to review the organization's aggregated license rights. Use this workspace to view available entitlement.
- The [Assets](#) workspace is used to import asset and install data from an asset inventory solution. This allows you to manage the software for your assets, users and virtual environments, before the software usage data is committed to the compliance workspace
- The [Data Cleanse](#) workspace is used to cleanse the software installation data imported in the assets workspace and ensure the software is identified correctly across the devices in your organization
- The [Compliance](#) workspace allows you to manage the allocation of license entitlement to software installed within the organization.
- The [Dictionaries](#) workspace is used to maintain the terms used in License Manager.

The number of visible workspaces can be limited using the [Application Settings](#) task in the dashboards workspace.

- The executive mode will only display the dashboards and the reports workspaces



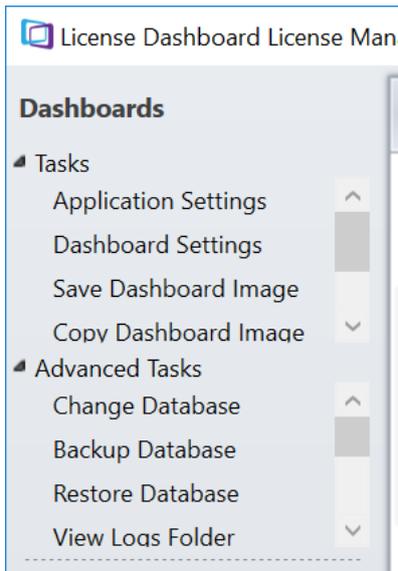
- The contract records workspace can also be disabled



Each workspace has a tasks list and an advanced Tasks list at the top left hand side of the License Manager window.

- The tasks list shows common tasks that can be performed in a workspace.
- The advanced tasks list shows tasks that are more likely to be needed in larger databases.

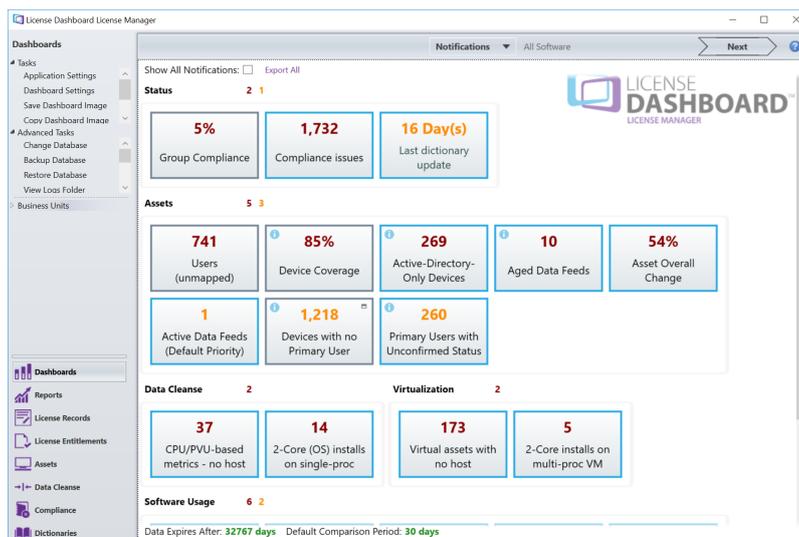
The image below shows a list of tasks that can be performed in the dashboards workspace. The lists of tasks change for every workspace.



DASHBOARDS

The dashboards workspace contains a series of dashboards representing the data in the License Manager database. Click **Dashboards** in the workspace navigation pane to open the dashboards workspace.

When you navigate away from the dashboards workspace, it remembers its state. When you return, it will display the same dashboards information as before, unless another business unit has been selected.



Types of Dashboard

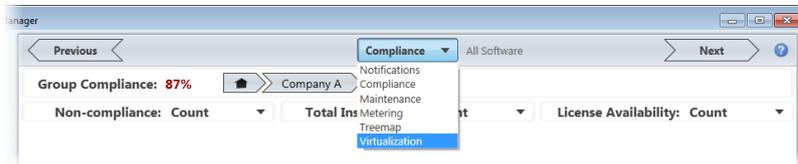
The dashboards workspace can display six different dashboards.

- [Notifications](#) contains a summary of the organization's license data and recent activity in License Manager.
- [Compliance](#) contains a series of charts representing your organization's compliance status.
- [Maintenance](#) shows a timeline for upcoming maintenance license renewals.
- [Renewals](#) shows a summary of upcoming maintenance license renewals over the next 12 months.
- [Metering](#) shows the usage of products in your organization.
- [Treemap](#) shows data for the entire organization in an interactive treemap chart.
- [Virtualization](#) shows the structure of the virtualization environment for the organization.

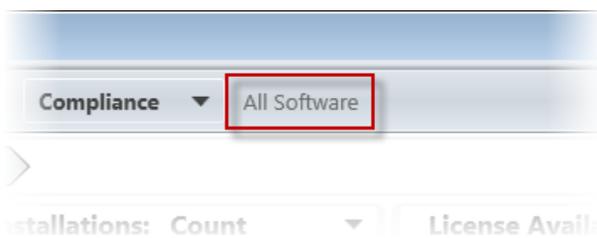
Each dashboard contains different graphical representations of the data held in the License Manager database.

How to Navigate the Dashboards Workspace

Use the toolbar at the top of the workspace to switch between different dashboards. Use the **Previous** and **Next** buttons to navigate to a different dashboard. You can also use the drop down list in the middle of the window to navigate to a different dashboard.



An indicator shows if the data has been filtered before it is displayed in the workspace:

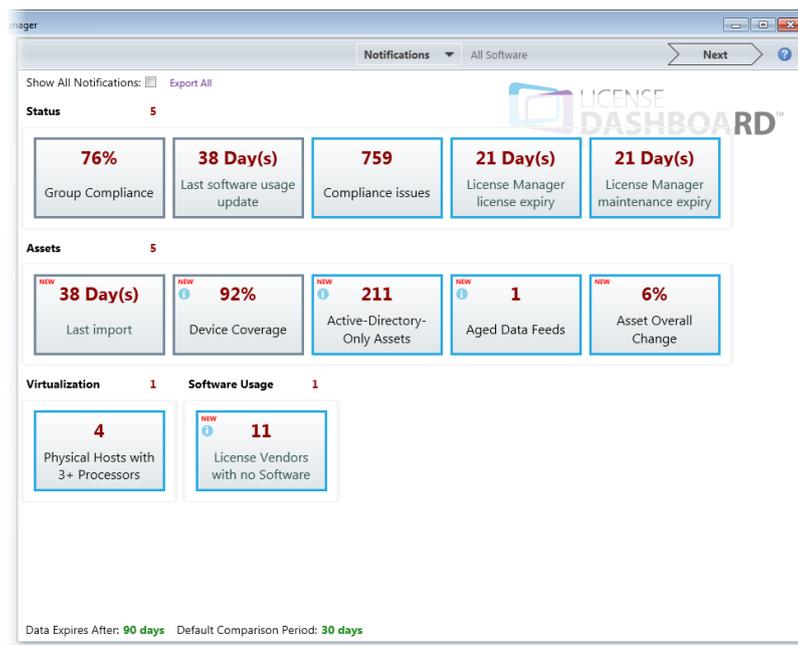


The managed software filter setting is used to control which filter is applied to the data. This is set using the [Dashboard Settings task](#).

- **All Software** indicates all data is displayed
- **Finalized Only** indicates that only data that is managed in the compliance workspace is displayed
- **In Progress Only** indicates that only data that is unmanaged in the compliance workspace is displayed

Notifications Dashboard

The notifications dashboard contains a summary of the organization's license data and recent activity in License Manager.



By default, only notifications that require attention are displayed in the dashboard.

- Tick **Show All Notifications** to display every notification that has been triggered
- Click **Export All** to export all notification to an Excel spreadsheet.

Notifications are color coded to highlight areas that need attention.

- Black text are for information only. These notifications may or may not require any action.
- Green text represents data that does not require action.
- Yellow text represents data that may require action.
- Red text represents data that requires urgent action.
- A Gray border represents notifications that are always available in the dashboard.
- A Blue border represents notifications that require attention.

The notifications split into 9 categories.

- [Status Notifications](#) show the current status of License Manager and recent user activity in the License Manager database.
- [License Records Notifications](#) show an overview of the license records workspace and any recent activity.
- [Contract Records Notifications](#) show an overview of the contract records workspace.
- [License Entitlements Notifications](#) show an overview of the license entitlement workspace.
- [See also: Assets Notifications.](#) show an overview of the assets workspace.
- [Data Cleanse Notifications](#) show an overview of the data cleanse workspace.
- [Virtualization Notifications](#) show an overview of the virtual environment in your organization.
- [Software Usage Notifications](#) show an overview of the compliance workspace.
- [Software Metering Notifications](#) show an overview of software metering data.
- [Dictionary Notifications](#) show an overview of the dictionaries workspace.

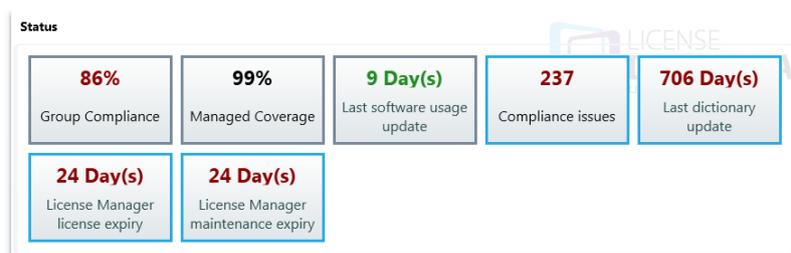
The data management settings are displayed at the bottom of the workspace. This indicates:

- The **Data expires after x days** indicates how long device data is retained after it is added during the data cleanse process. If the device data is not updated in a data cleanse during this period, it is removed and the license entitlement is adjusted
- The **Data comparison period x days** field indicates the range for comparing data between data imports. It should reflect your data import schedule, for example: If data is imported nightly, this may be set to 1 day to compare the data every day. If the import is weekly, this may be set to 7 days to compare the change in device data every week.

Please see the [Application Settings](#) task for guidance on changing these settings.

Status Notifications

Status notifications show the current status of License Manager and recent user activity in the License Manager database.



There are eight status notifications.

- The group compliance notification shows the overall compliance for the selected business unit and its child business units. Click **Group Compliance** to view the [Compliance dashboard](#).
- The managed coverage notification shows the percentage of products in the compliance workspace that have been accepted as managed software. Click **Managed Coverage** to show the full details in the [Managed Coverage - Managed Coverage Detail report](#).
- The last software usage update notification shows the number of days since the [Commit to Software Usage task](#) was performed in the assets workspace.
- The compliance overall change notification shows the change in the percentage level between the current compliance baseline and the previous compliance baseline. Compliance baselines are set in the [software usage](#) workspace.
- The compliance issues notification shows the number of non-compliant software usage items. Click **Compliance issues** to show the full details in the [Compliance Summary - Compliance Detail report](#). Use the [Allocate Manually task](#) in the compliance workspace to allocate licenses to individual software usage items.
- The last dictionary update notification shows the number of days since the date that the current version of the dictionary was created. You can download a new version of the dictionary from the License Dashboard website and import it to up date it. Please see the [Import task](#) for guidance.
- The License Manager license expiry notification shows the number of days until the License Manager license expires. *Please refer to the License Configurer topic in the Getting Started with License Manager guide for details on how to install a new .lic license key.*
- The License Manager maintenance expiry notification shows the number of days until the License Manager maintenance expires. *Please refer to the License Configurer topic in the Getting Started with License Manager guide for details on how to install a new .lic license key.*

License Records Notifications

License records notifications show an overview of the license records workspace and any recent activity.

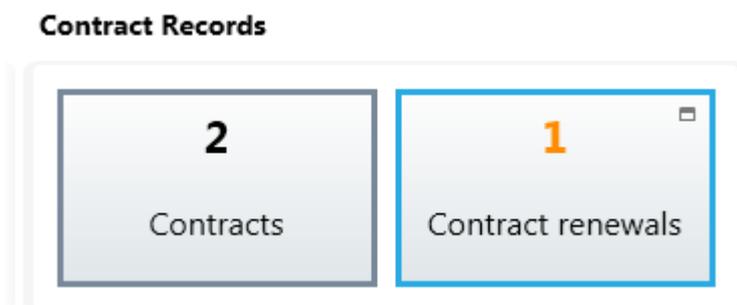


There are seven license records notifications.

- The license records notification shows the total number of licenses. Click **License records** to launch the [License Records - All Records report](#).
- The licenses on order notification shows the number of licenses on order. Click **Licenses on order** to launch the [License Records - On Order report](#). Use the [View License Details task](#) in the license records workspace to edit the proof of license on order status.
- The last license update notification shows the number of days since the license records workspace was last updated.
- The added in last 30 days notification shows the number of licenses added within the last 30 days. Click **Added in last 30 days** to launch the [License Records - Purchase History report](#).
- The license(s) with no base license notification shows the number of licenses with insufficient or no allocated base licenses. Click **License(s) with no base license** to launch the [License Records - All Records report](#). Use the [Base License Allocation task](#) in the license records workspace to allocate base licenses.
- The license(s) not registered notification shows the number of unregistered licenses. Click **License(s) not registered** to launch the [License Records - All Records report](#). Use the [Register License task](#) in the license records workspace to register licenses.
- The bookmarked licenses notification shows the number of bookmarked licenses. Click **Bookmarked licenses** to launch the [License Records - All Records and Notes report](#).
- The non-specific (no release date) notification shows the number of licenses assigned to products with no release date. Click **Non-specific (no release date)** to launch the [License Records - All Records report](#)

Contract Records Notifications

Contract records notifications show an overview of the contract records workspace.

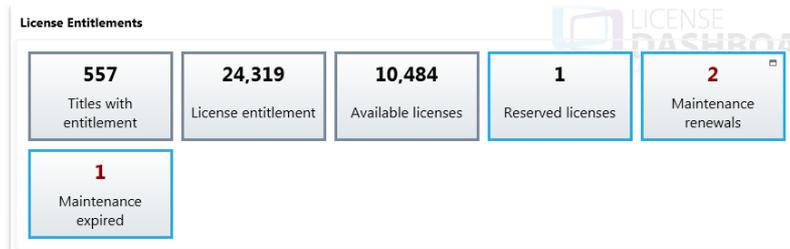


There are two contract records notifications.

- The contracts notification shows the total number of contracts. Click **Contracts** to launch the [Contract Records - All Records report](#).
- The contracts renewals notification shows the total number of contracts due to expire within 90 days. Click **Contract renewals** to launch the [Contract Records - All Records report](#).

License Entitlements Notifications

License entitlement notifications show an overview of the license entitlement workspace.

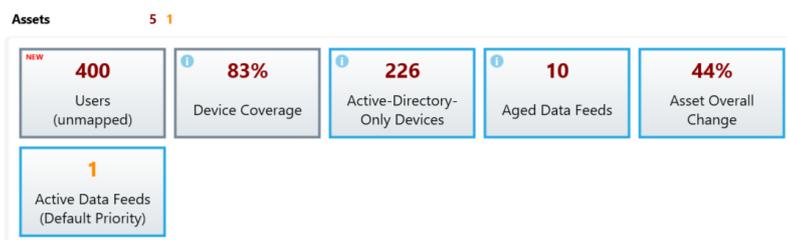


There are six license entitlement notifications.

- The titles with entitlement notification shows the total number of products with license entitlement. Click **Titles with entitlement** to launch the [License Entitlement - Titles with Entitlement report](#).
- The license entitlement notification shows the total license entitlement. Click **License entitlement** to launch the [License Entitlement - Complete report](#).
- The available licenses notification shows unallocated license entitlement. Click **Available licenses** to launch the [License Entitlement - Complete report](#). Use the [Allocate Manually task](#) and the [Allocate Automatically task](#) in the compliance workspace to allocate license entitlement to software usage items.
- The reserved licenses notification shows the total number of licenses that are reserved. Click **Reserved licenses** to launch the [License Entitlement - Reservations report](#). Use the [View Entitlement Details task](#) in the license entitlement workspace to edit reservations.
- The maintenance renewals notification shows the number of license items where maintenance will expire within 90 days. Click **Maintenance renewals** to view the [Maintenance dashboard](#).
- The maintenance expired notification shows the number of license items where maintenance has expired within the last 30 days. Click **Maintenance expired** to view the [Maintenance dashboard](#).

Assets Notifications

Assets notifications show an overview of the assets workspace.



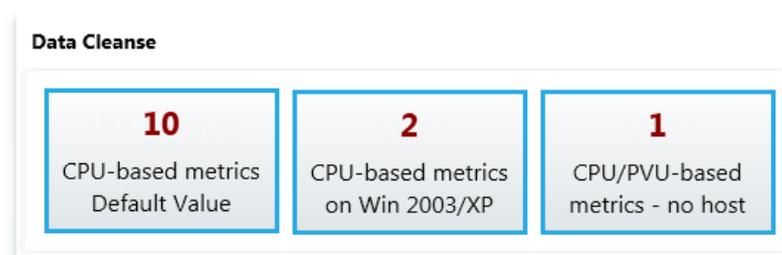
There are twenty-two assets notifications.

- The last import notification shows the number of days since the latest data was imported into the assets workspace
- The assets notification shows the number of live assets in the assets workspace. Click **Assets** to launch the [Cleansing - Device Details report](#).
- The devices (with software) notification shows the number of live devices with software installed. Click **Devices (with software)** to launch the [Cleansing - Device Details report](#).
- The devices (no software) shows the number of live devices with no software installed. Click **Devices (no software)** to launch the [Cleansing - Device Details report](#)
- The users (with software) notification shows the number of live users with allocated software. Click **Users (with software)** to launch the [Cleansing - Users report](#).
- The users (no software) notification shows the number of live users with no allocated software. Click **Users (no software)** to launch the [Cleansing - Users report](#).
- The Users (unmapped) notification shows the number of user accounts that have not been mapped to an Active Directory account. Click **Users (unmapped)** to show the full details in the [Cleansing - Users report](#), filtered to show unconfirmed users. Use the [User Mapping](#) tab in the data cleanse workspace to map unconfirmed user accounts.
- The EA eligible assets notification shows the number of assets eligible for the Microsoft EA true-up process. Click **EA Eligible Assets** to launch the [Microsoft EA - Eligible Devices Detail report](#). Use the [True Up Process advanced task](#) in the license records workspace to perform a true-up of the Microsoft EA.
- The EA eligible devices (with software) notification shows the number of live devices eligible for the Microsoft EA true-up process with software installed. Click **EA Eligible Devices (with software)** to launch the [Microsoft EA - Eligible Devices Detail report](#). Use the [True Up Process advanced task](#) in the license records workspace to perform a true-up of the Microsoft EA.
- The EA eligible devices (no software) notification shows the number of live devices eligible for the Microsoft EA true-up process with no software installed. Click **EA Eligible Devices (no software)** to launch the [Microsoft EA - Eligible Devices Detail report](#). Use the [True Up Process advanced task](#) in the license records workspace to perform a true-up of the Microsoft EA.
- The excluded assets notification shows the number of assets that are excluded. These devices are set to excluded for their environment setting. Click **Excluded Devices** to launch the [Cleansing - Excluded Devices by Audit Run report](#).
- The device coverage notification shows the percentage of live devices that are not assigned to the Active Directory install source. Click **Device coverage** to launch the [Cleansing - Device Details report](#).
- The Active Directory only assets notification displays the number of live devices assigned to the Active Directory install source. Click **Active directory only assets** to launch the [Cleansing - Device Details report](#).
- The decommissioned assets imported notification displays the number of assets that have been identified in a new data import after the have been decommissioned. Click **Decommissioned assets imported** to launch the [Cleansing - Hidden Devices report](#).
- The aged data feeds notification displays the number of install sources that were not imported in the last data import in the data cleanse workspace. Click **Aged Data Feeds** to launch the [Imports - Data Feed Summary report](#).
- The assets added in last n days audit notification shows the number of new assets added in the last n number of days. The number of days is configured in the [application settings](#) task. Click **Assets added in last n days** to launch the [Audit Comparison - Change by Asset - Detail report](#).

- The assets removed in last n days audit notification shows the number of assets removed in the last n number of days. The number of days is configured in the [application settings](#) task. Click **Assets added in last n days** to launch the [Audit Comparison - Change by Asset - Detail report](#).
- The asset overall change notification displays the percentage change in the number of devices in the last n number of days. The number of days is configured in the [application settings](#) task.
- The titles added in last n days notification shows the number of new products added in the last n number of days. The number of days is configured in the [application settings](#) task. Click **Titles added in last n days** to launch the [Audit Comparison - Change by Installation - Summary report](#).
- The titles removed in last n days notification shows the number of products removed in the last n number of days. The number of days is configured in the [application settings](#) task. Click **Titles added in last n days** to launch the [Audit Comparison - Change by Installation - Summary report](#).
- The 2-core (OS) installs on single proc notification shows the total number of operating systems installed that can be installed on devices with two processors, but have been installed on devices with a single processor. Click **2-core (OS) installs on single proc** to launch the [Software Usage Items - Software Usage Items report](#).
- The inactive assets with manual usage notification shows the number of live assets where no software usage has been discovered, but with software usage that has been mapped from a virtual device or a suite. Click **Inactive assets with manual usage** to launch the [Cleansing - Inactive Assets with Manual Usage report](#).
- The active data feeds with default priority notification shows the number of unique import sources that have been used to import data within the last data expires after period and have the default priority value of zero. Click **Active data feeds with default priority** to view the [Imports - Data Feed Summary report](#)
- The devices with no primary user notifications indicates the number of devices that have not had a primary user assigned. Click **Devices with no Primary User** to view the [Cleansing - Device Details report](#). Use the [Export Devices task](#) in the Assets workspace to update the primary user details for devices.
- The primary users with unconfirmed status notification shows the number of primary users that have not been linked to an active directory account. Click **Primary Users with Unconfirmed Status** to view the [Cleansing - Device Details report](#).
- The aged primary users notification shows the number of primary users that were assigned to a device over 30 days ago.

Data Cleanse Notifications

Data cleanse notifications show an overview of the data cleanse workspace.



There are three data cleanse notifications.

- The CPU-based metrics default value notification shows the number of installed products with a default value for the CPU metrics. A default value is used when there is missing device data. Click **CPU-based metrics default value** to launch the [Software Usage Items - Software Usage Items report](#).
- The CPU-based metrics on Win 2003/XP notification shows the number of Windows 2003 or XP devices that have installed products with the Processor or Core license metric. Click **CPU-based metrics on Win 2003/XP** to launch the [Software Usage Items - Software Usage Items report](#).
- The CPU/PVU-based metrics - no host notification shows the number of installed products with a license metric of physical processor, core or PVU on virtual machines without a host device. Click **CPU/PVU-based metrics - no host** to launch the [CPU/PVU-based installs on virtual devices with no host report](#).

Virtualization Notifications

Virtualization Notifications show an overview of the virtual environment in your organization.

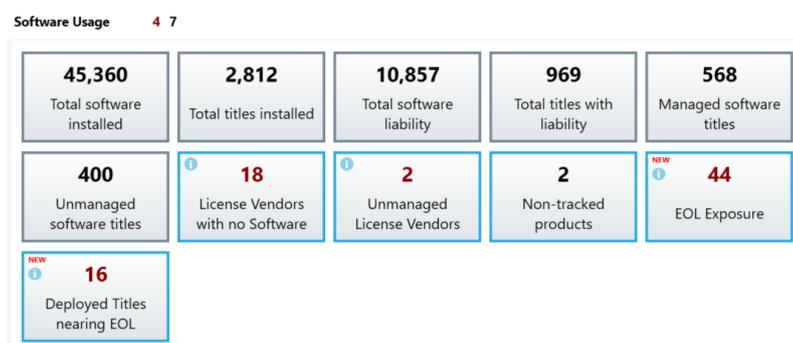


There are four Virtualization Notifications.

- The virtual assets with no host notification shows the number of live virtual devices without a host device. Click **Virtual assets with no host** to launch the [Device Details - by Audit Run report](#).
- The 2-core installs on multi-proc VM notification shows the number of virtual machines with multiple processors that have installed products with the Microsoft 2-Core license metric. Click **2-core installs on multi-proc VM** to launch the [Software Usage Items - Software Usage Items report](#).
- The auto-mapping with unmapped installs notification shows the number of host devices with auto-mapping rules where software usage on the guest devices has not been mapped. Click **Auto-mapping with unmapped installs** to launch the [Virtualization - Host License Assignments with Unmapped Guest Usage report](#).
- The auto-mapping with surplus allowance notification shows the number of host devices with surplus licenses assigned for guest usage. Click **Auto-mapping with surplus allowance** to launch the [Virtualization - Host License Assignments with Surplus Guest Allowance report](#).
- The physical hosts with 3+ processors notification displays the number of physical host devices with over three processors. Click **Physical hosts with 3+ processors** to launch the [Virtualization - Host Device Details report](#)
- The app Instances with invalid host notification shows the number of Oracle application instance devices that are not mapped to a host. Click **App instances with invalid host** to launch the [Cleasng - Application Instances report](#)
- The mappings over later products notification shows the number of guest devices with installed software that has a later release date than the software installed on its host. Click Mappings over later products to launch the [Virtualization - Host to Guest Software Mapping Detail](#)
- The unmapped application instances shows the number of application instances that have not been mapped to their host device. Click **Unmapped application instances** to launch the [Virtualization - Unmapped Guest Software Usage](#)

Software Usage Notifications

Software usage notifications show an overview of the compliance workspace.



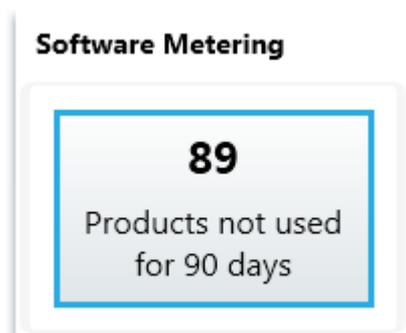
There are sixteen software usage notifications.

- The total software installed notification shows the total number of items currently installed. Click **Total software installed** to show the full details in the [Software Usage Items - Software Usage Items report](#).
- The total titles installed notification shows the total number of products currently installed. Click **Total titles installed** to show the full details in the [Vendors & Products - Product Version Summary report](#).
- The total software liability notification shows the total number of items with a license liability currently installed. Click **Total software liability** to show the full details in the [Software Usage Items - Software Usage Items report](#).
- The total titles with liability notification shows the total number of products with a license liability currently installed. Click **Total titles with liability** to show the full details in the [Vendors & Products - Product Version Summary report](#).
- The managed software titles notification shows the number of tracked and managed products for the selected business unit and child business units. Click **Managed software titles** to show the full details in the [Software Inventory - Complete report](#).
- The unmanaged software titles notification shows the number of tracked and unmanaged products for the selected business unit and child business units. Click **Unmanaged software titles** to show the full details in the [Software Inventory - Complete report](#). Use the [Accept task](#) or [Promote task](#) in the compliance workspace to change the status an unmanaged a software usage item.
- The partially managed vendors notification displays the number of vendors that have managed and unmanaged products in software usage. Click **Partially managed vendors** to show the full details in the [Software Management - Software Management by Vendor report](#)
- The partially managed product families notification displays the number of product families that have managed and unmanaged products in software usage. Click **Partially managed product families** to show the full details in the [Software Management - Software Management by Product report](#)
- The license vendors with no software notification shows the number of vendors with license entitlement but no software usage. Click **License vendors with no software** to show the full details in the [Software Management - License Vendors with No Software report](#)
- The unmanaged license vendors notification shows the number of vendors with license entitlement but no managed software usage. Click **Unmanaged License Vendors** to show the full details in the [Software Management - Unmanaged License Vendors report](#)
- The non-tracked products notification shows the number of products that are not tracked. Click **Non-tracked products** to show the full details in the [Software Inventory - Complete report](#). Use the [View Usage Details task](#) in the compliance workspace to edit the tracking status of a software usage item.
- The categorized software notification shows the number of software items for products with a custom category. Click **Categorized Software** to show the full details in the [Software Inventory - Complete report](#). Use the [Products Dictionary](#) in the dictionaries workspace to edit the custom category for a product.
- The non-standard allocations notification shows the number of non-standard allocations. Click **Non-standard allocations** to show the full details in the [Audit Partner - Non-Standard Allocations report](#). Use the [View Usage Details task](#) in the compliance workspace to edit the license entitlement allocated to a software usage item.
- The install environment overrides notification shows the number of software usage items that are installed on a device with a different environment. Click **Install Environment Overrides** to show the full details in the [Software Usage Items - Software Usage Items report](#).
- The EOL exposure notification shows the number of installed products that are approaching or have passed their end of life. Click **EOL Exposure** to show the full details in the [Vendors & Products - Product Version Summary report](#).

- The deployed titles nearing EOL notification shows the number of installed products that will reach their end of life in the next year. Click **Deployed Titles nearing EOL** to show the full details in the [Vendors & Products - Product Version Summary report](#).

Software Metering Notifications

Software metering notifications show an overview of software metering data.



There is one software metering notification.

- The products not used for 90 days notification shows the total number of installed products that have not been used within the last 90 days. Click **Products not used for 90 days** to launch the [Software Metering - Product Metering Summary report](#).

Dictionary Notifications

Dictionary notifications show an overview of the dictionaries workspace.

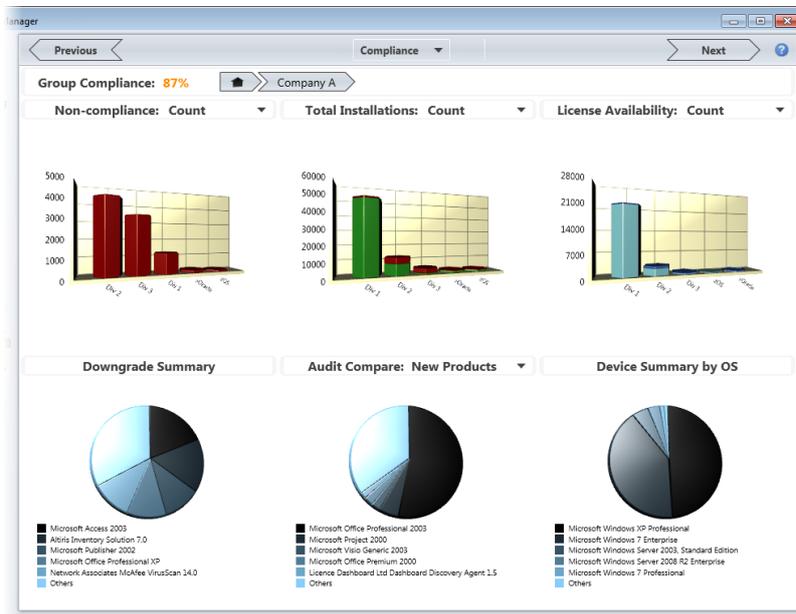


There is one dictionary notification:

- The downgrade vendors notification shows the number of vendors in the dictionary that permit a downgrade to be applied to base license. Click **Downgrade Vendors** to launch the [Dictionary - Vendors with downgrades permitted report](#).

Compliance Dashboard

The compliance dashboard contains a series of charts representing your organization's compliance status. Results can be displayed for the entire organization, or they can be filtered by Business Unit.



There are six charts in the compliance dashboard.

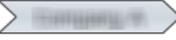
- The [Non-Compliance](#) chart shows the top non-compliant items.
- The [Total Installations](#) chart shows installation data.
- The [License Availability](#) chart shows the number of available, reserved or ordered licenses.
- The [Downgrade Summary](#) chart shows the products with allocated downgrades.
- The [Audit Compare](#) chart shows differences between the last two fully completed audits.
- The [Device Summary by OS](#) chart shows the number of installed operating systems.

How to Navigate the Compliance Dashboard

The breadcrumb trail at the top of the workspace shows your current location within your Business Unit structure.



The above example shows that the compliance charts for **Microsoft** products in the **Div 1** Business Unit are displayed. Div 1 is a child of **Company A**.

- Click  to return to the top level charts.
- Click any  to return to a specific level in your Business Unit structure.

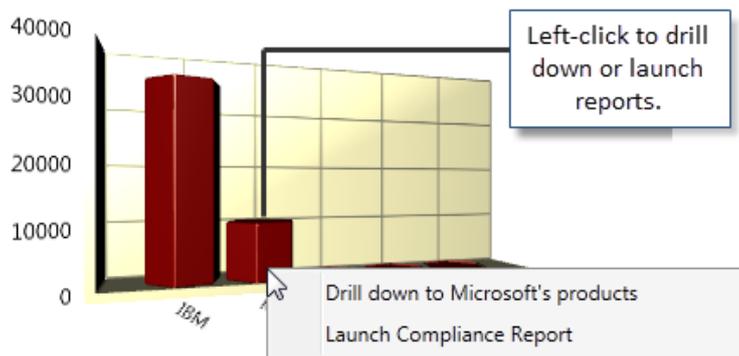
Click on the heading of any chart to view it in the full workspace window. This can also increase the number of columns that are displayed.



Click the heading again to return to the full summary page. Alternatively, click  in the breadcrumb trail.

Drilling, zooming and launching reports

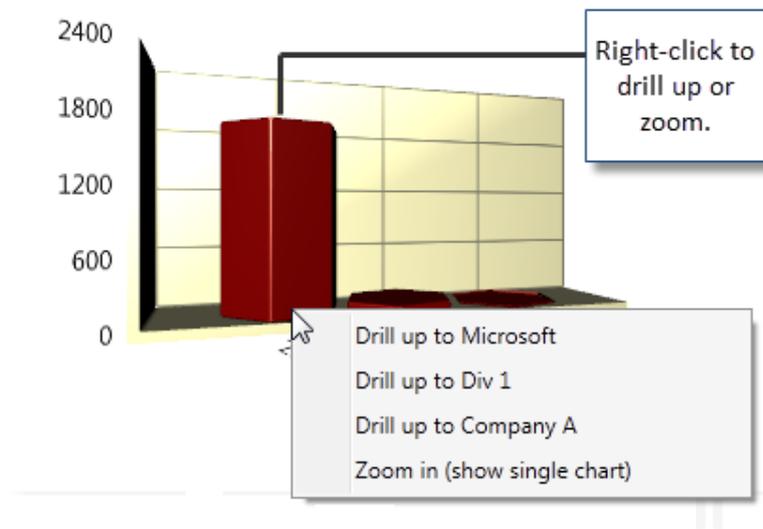
Left-click on any column in a chart for drill down and launch report options.



- Click **Drill down to Microsoft's products** to show a chart containing Microsoft's product data.
- Click **Launch Compliance Report** to show a [report](#) based on the data in the chart.

- The Non-Compliance chart allows you to launch the [Compliance Summary - Compliance Detail](#) report.
- The Total Installations chart allows you to launch the [Software Inventory - Complete](#) and [Software Inventory - By Device](#) report.
- The License Availability chart allows you to launch [License Entitlement - Available Entitlement](#) reports.

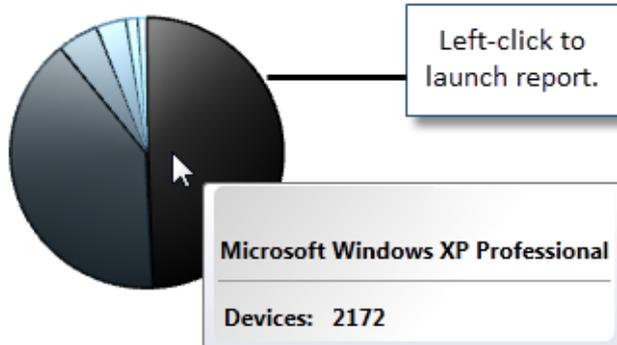
Right-click any column for drill up and zoom options.



- Click **Drill up to Microsoft** to return to the chart containing Microsoft data.
- Click **Drill up to Company A** or **Drill up to Div 1** to return to the chart containing Company A or Div1's data.
- Click **Zoom in (show single chart)** or **Zoom out (show all charts)** to switch between the single chart and full summary view.

Left-click on any slice in the Device Summary By OS pie chart to launch the [Device - Device Detail](#) reports for the operating system.

Device Summary by OS



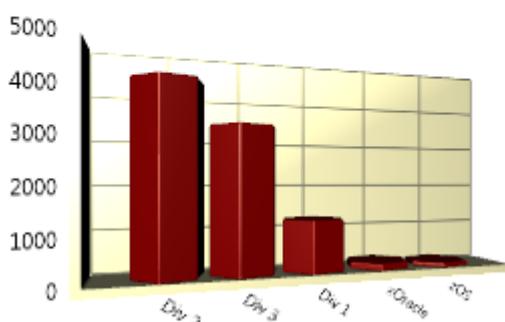
Non-Compliance Chart

The **Non-Compliance** chart shows the top non-compliant items for the selected Business Unit. You can use the [Dashboard Settings](#) task to change the number of displayed columns. You can drill into the data to show non-compliance by manufacturer, product or product version. You can also [launch Compliance Summary - Compliance Detail reports](#) for each column in the table. Please refer to the Reports topic for more information about [Compliance Summary](#) reports.

Each column only has one stack and displays the non-compliance status for the labeled item.

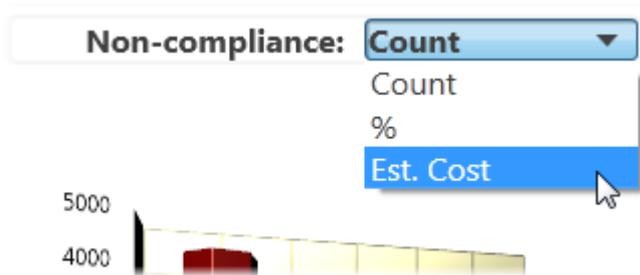
Columns in Non-Compliance charts are ordered initially by non-compliance, then by the number of installations.

Non-compliance: Count ▼

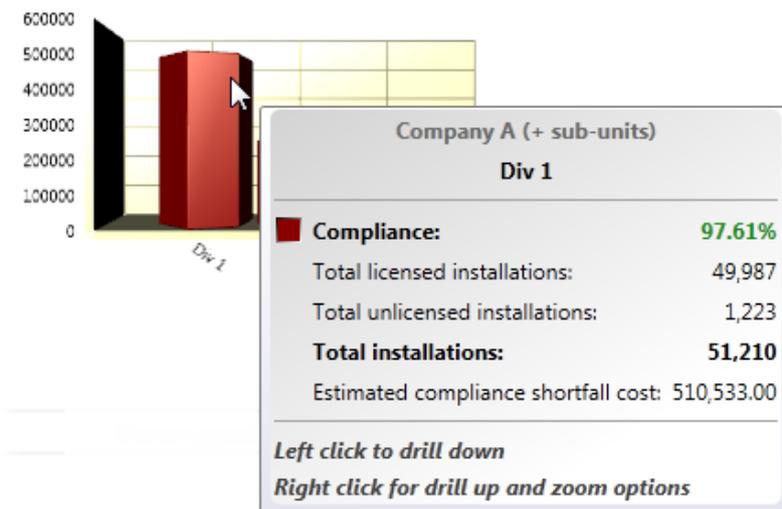


Non-Compliance can be represented as a number count, percentage value or an estimated cost.

Click ▼ in the drop-down box above the chart to change the display.



Hover the mouse over any column for further details of the item's compliance status.



The above pop-up box displays compliance data for Div 1, including its child Business Units.

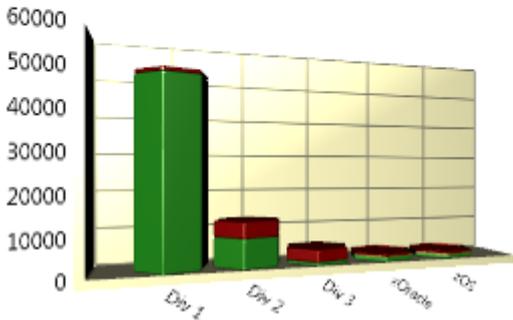
Total Installations Chart

The **Total Installations** chart shows the most installed products for the selected Business Unit. You can use the [Dashboard Settings](#) task to change the number of displayed columns. You can drill into the data to show installations by manufacturer, product or product version. You can also [launch Software Inventory Complete and By device reports](#) for each column in the table. Please refer to the Reports topic for more information about [Software Inventory](#) reports.

Each column displays the total number of product installations for its item. The columns are ordered by the total number of product installations.

The columns are split into two stacks. The green stack shows the total number of licensed installations. The red stack shows the total number of non-licensed installations.

Total Installations: Count ▼



Total Installations can be represented as a number count or an estimated cost. Click ▼ in the drop-down box above the chart to change the display.

Total Installations: Count ▼
Count
Est. Cost



Hover the mouse over any column for further details of the item's compliance status.

Company A (+ sub-units)	
Div 1	
Compliance:	97.61%
Total licensed installations:	49,987
Estimated cost of licensed installations:	1,305,680.00
Total unlicensed installations:	1,223
Estimated cost of unlicensed installations:	510,533.00
Total installations:	51,210

Left click to drill down
Right click for drill up and zoom options

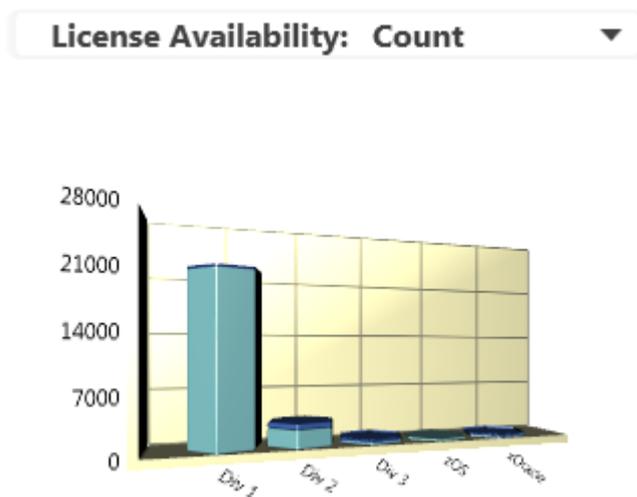
The above text box displays compliance data for Div 1, including its child Business Units.

License Availability Chart

The **License Availability** chart displays the unallocated license types for the selected Business Unit. You can use the [Dashboard Settings](#) task to change the number of displayed columns. You can drill into the data to show installations by manufacturer, product or product version. You can also [launch License Entitlement - Available Entitlement reports](#) for each column in the table. Please refer to the Reports topic for more information about [License Entitlement](#) reports.

Each column shows the total number of unallocated licenses for its item. The columns are ordered by the total number of unallocated licenses.

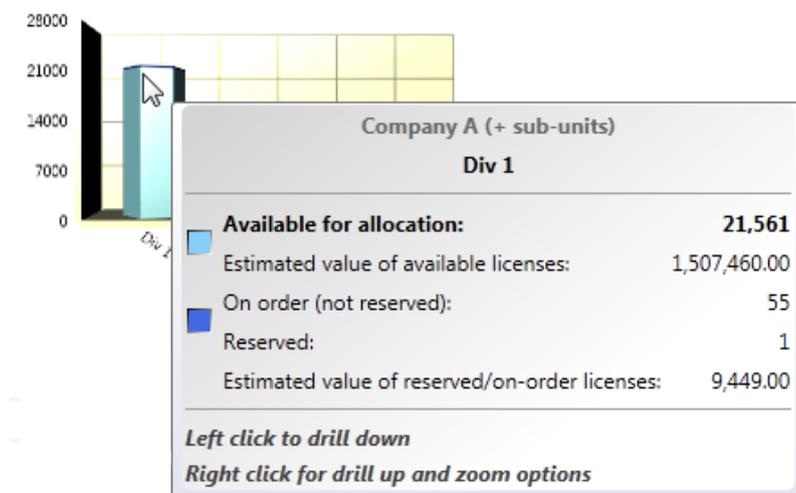
The columns are split into two stacks. In the example below, the light blue stack shows the total number of licenses available for allocation. The darker blue stack shows the total number of licenses that are either reserved or on-order (i.e. unavailable).



License Availability can be represented as a number count or an estimated cost. Click ▼ in the drop-down box above the chart to change the display.



Hover the mouse over any column for further availability details of the item.

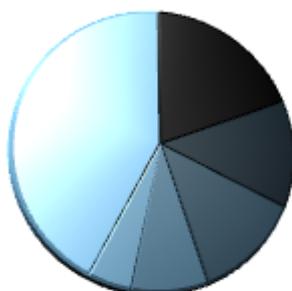


The above pop-up box displays the available licenses for Div 1, including its child Business Units.

Downgrade Summary Chart

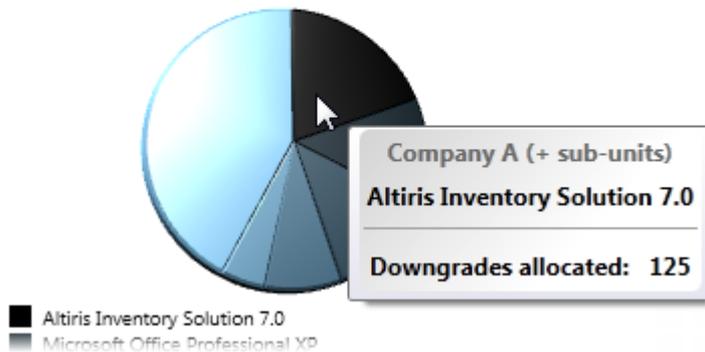
The **Downgrade Summary** chart shows the products that have downgrade licenses allocated for the selected Business Unit. The top five products are shown according to number of downgrades allocated. A sixth segment shows a combined total for all other products that have downgrade licenses allocated to them.

Downgrade Summary



Hover the mouse over any segment for further details about the item.

Downgrade Summary

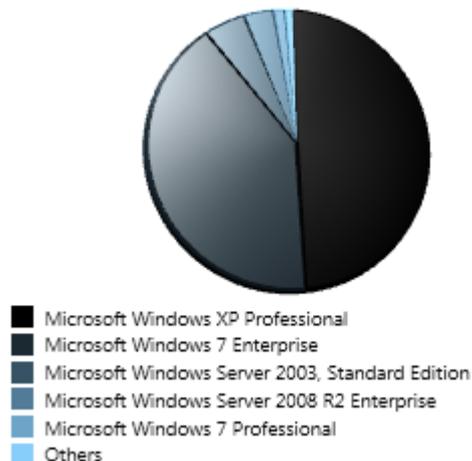


The above pop-up box displays the downgrade licenses allocated to the Altiris Inventory Solution 7.0 product for the whole of company A, including its child Business Units.

Device Summary by OS Chart

The **Device Summary by OS** chart shows the number of installed operating systems on devices in the selected Business Unit. The top five operating systems are shown according to the number of devices they are installed on. A sixth segment shows a combined total for all other operating systems. You can [launch Device - Device Detail reports](#) for each slice in the chart. Please refer to the Reports topic for more information about [Device](#) reports.

Device Summary by OS



Hover the mouse over any segment for further details of the installed operating systems.

Device Summary by OS



The above pop-up box displays the number of Microsoft Windows XP Professional operating systems installed on devices in the whole of company A, including its child Business Units.

Audit Compare Chart

The **Audit Compare** chart shows the difference between the last two fully completed audits for the selected Business Unit. The five main differences are displayed as segments in the chart. A sixth segment shows the combined total of all other results.

Audit Compare: New Products ▼



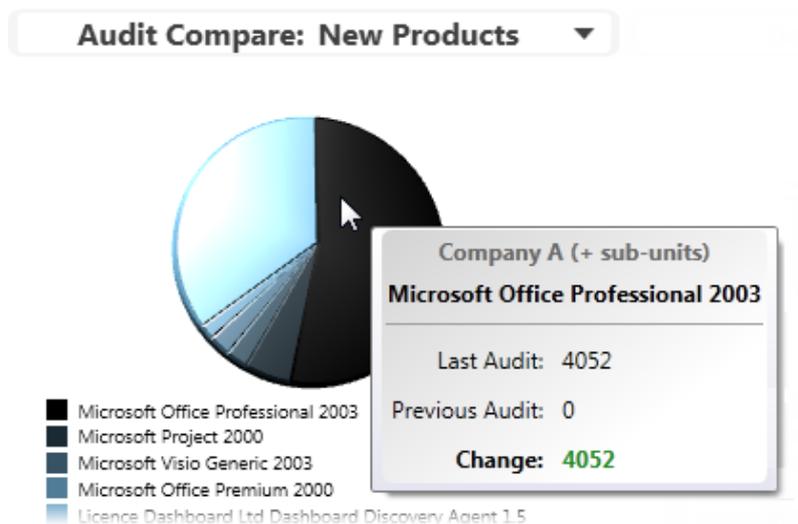
There are three variations of this chart.

- Click ▼ to change the chart display to represent New Products, Dropped Products or New Installs.



- **New Products** shows products that were found in the last audit, but not the previous audit. The top five products are shown according to the number of installations. A sixth segment shows a combined total for all other products.
- **Dropped Products** shows products that were not found in the last audit but existed in the audit before that. The top five products are shown according to the number of installations. A sixth segment shows a combined total for all other products.
- **New Installs** shows installations of products that existed in the previous audit but have been increased in the last audit.

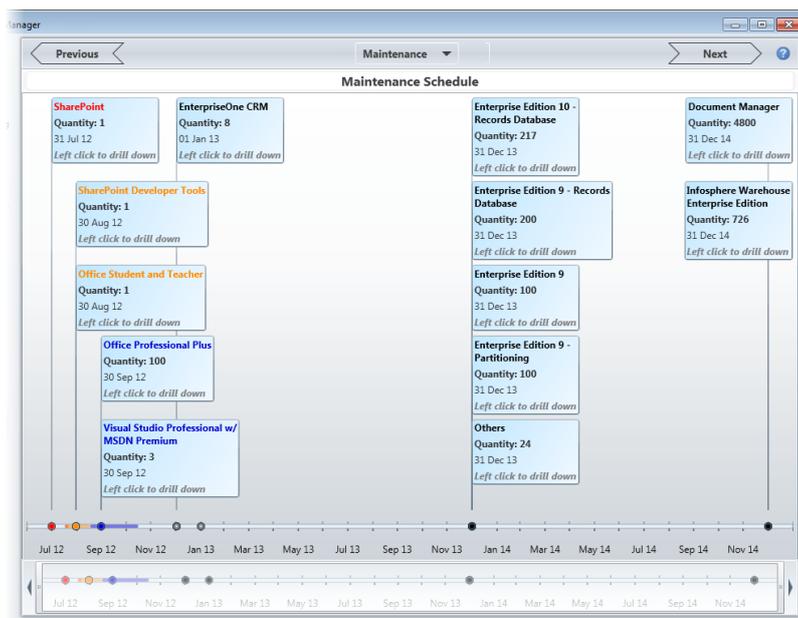
Hover the mouse over any segment for more details about that segment.



The above pop-up box displays the number of installs of the Microsoft Office Professional 2003 product over the last two audits for the whole of company A, including its child Business Units.

Maintenance Dashboard

The maintenance dashboard shows the timeline for upcoming maintenance license renewals for individual products. The timeline begins 30 days before the current date and ends at the last maintenance license expiration date for the selected business unit.



Each point on the timeline represents the expiration date of an individual maintenance license. Details of each item are shown on flags attached to the points. They are color coded according to how soon the license expires.

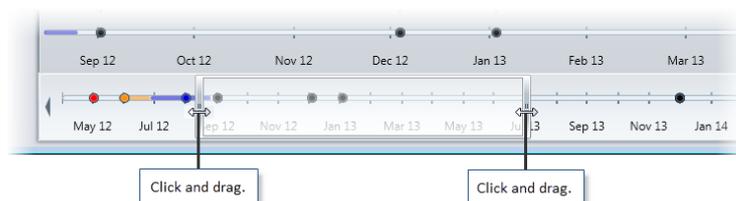
- Red: Maintenance expires today or has already expired.
- Orange: Expires within the next 30 days.
- Purple: Expires 30 to 90 days from the current date.

How to Navigate the Maintenance Dashboard

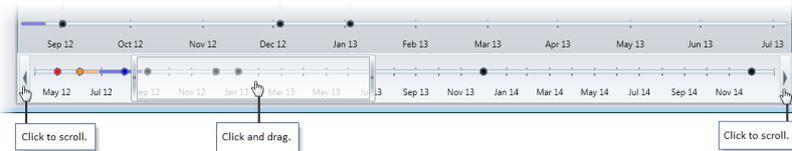
You can zoom into the maintenance schedule and launch reports.

Zooming into the Maintenance Schedule

The Title bar Shows the time period displayed in the workspace. Click and drag the left or right zoom controls to alter the size of the time period displayed.

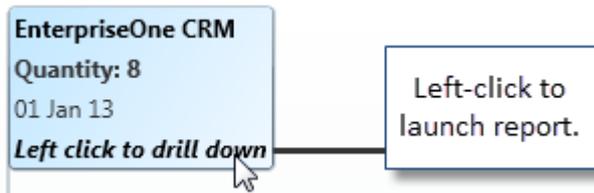


Click the left and right scroll arrows to change the position of the time period that is displayed, or click and drag the title bar to the left or right.



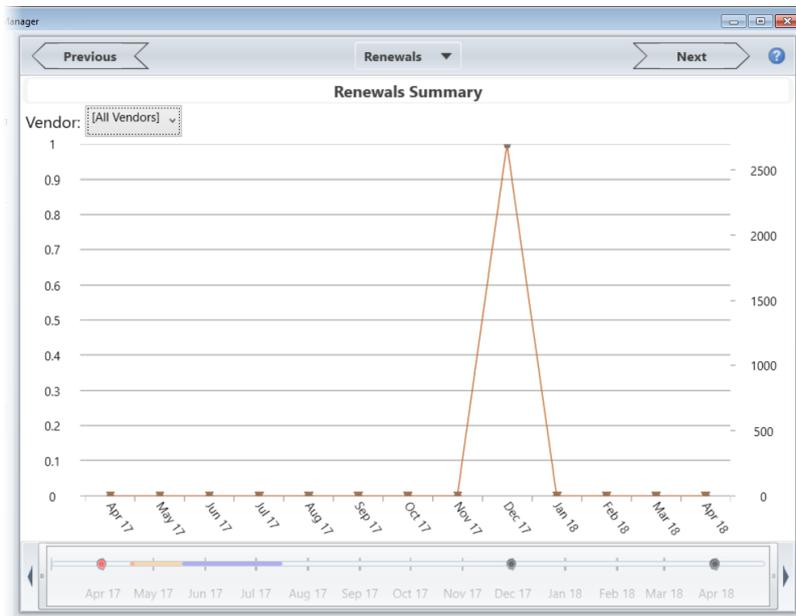
Launching Reports

Left-click an item in the schedule to launch a [License Entitlement - Maintenance Schedule](#) reports for the item.



Renewals Dashboard

The renewals dashboard shows a summary of the timeline for upcoming maintenance license renewals. The timeline begins 30 days before the current date and ends at the last maintenance license expiration date for the selected business unit.



The graph is split into monthly segments to show the total number of renewals for that month and any associated costs. The purpose of this data is to help plan the software renewal budget for your organization or business unit.

Each point on the timeline below the chart are color coded.

- Red: Maintenance expires today or has already expired.
- Orange: Expires within the next 30 days.
- Purple: Expires 30 to 90 days from the current date.

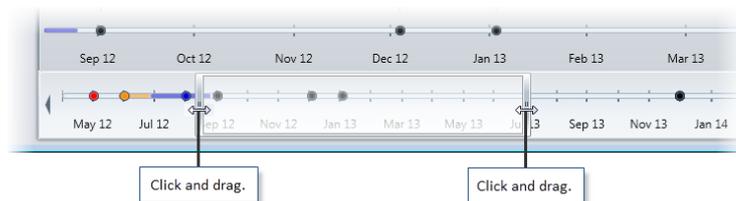
Use the [Maintenance Dashboard](#) to view full details of each specific product due for renewal.

How to Navigate the Renewals Dashboard

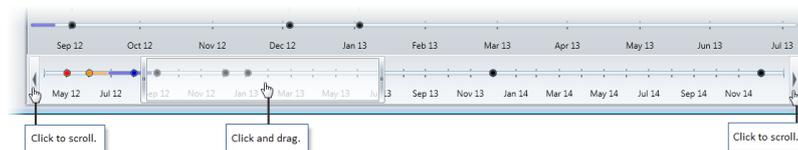
You can zoom into the renewals summary.

Zooming into the Renewals Schedule

The title bar shows the time period displayed in the workspace. Click and drag the left or right zoom controls to alter the size of the time period displayed.

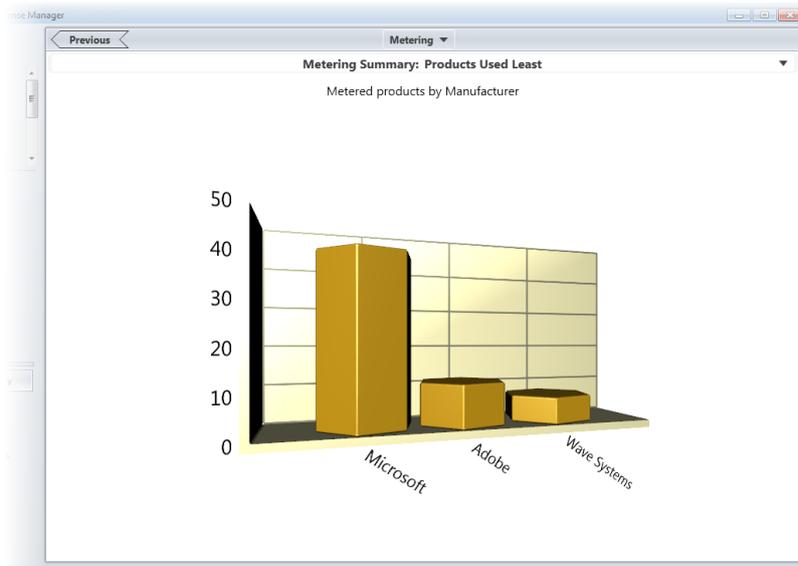


Click the left and right scroll arrows to change the position of the time period that is displayed, or click and drag the title bar to the left or right.



Metering Dashboard

The Metering Dashboard shows the Software Usage analytics for products in your organization. Results can be displayed for the entire organization, or they can be filtered by Business Unit.



There are three metering charts.

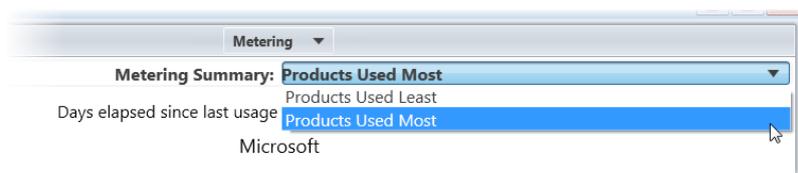
- The [Metered Products By Manufacturer](#) chart.
- The [Days Elapsed Since Last Usage](#) chart.
- The [Breakdown Of Last Usage Across All Installations](#) chart.

How to Navigate the Metering Dashboard

You can view the most or least used metered products, drill down into the data and launch reports.

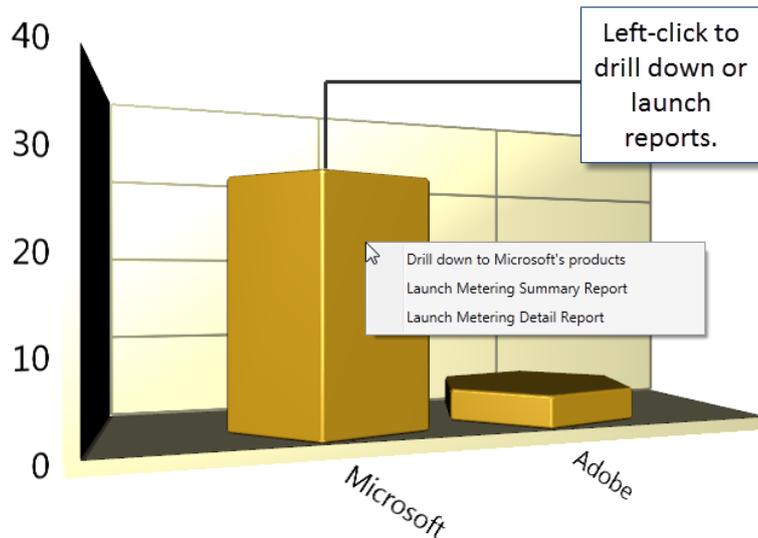
Metering Summary

The metering summary chart displays the most or least used products for the selected Business Unit. Click ▼ in the drop-down list to change the chart display to represent the product used least or most.



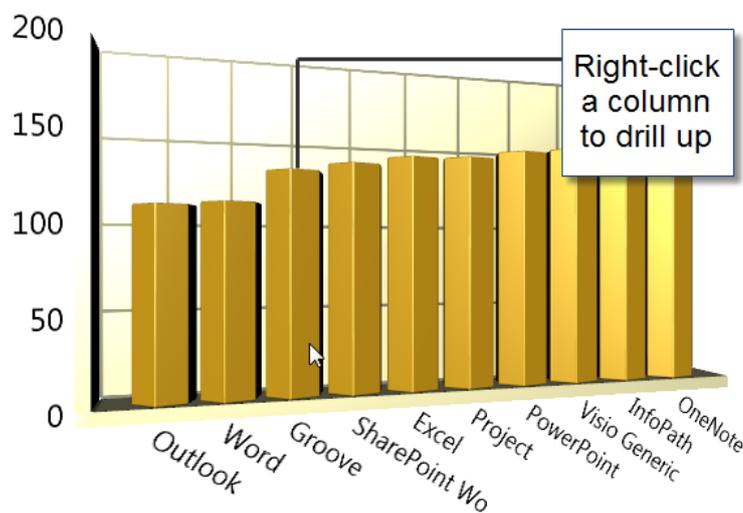
Drilling and launching reports

Left-click on any column in a chart to drill down into the data or launch reports.



- Click **Drill down to Microsoft's products** to show a chart containing metered Microsoft product data.
- Click **Launch Metering Summary Report** to show a [Software Metering - Product Metering Summary](#) report for the manufacturer.
- Click **Launch Metering Detail Report** to show a [Software Metering - Product Metering Details](#) report for the manufacturer.

Right-click any column to drill up.



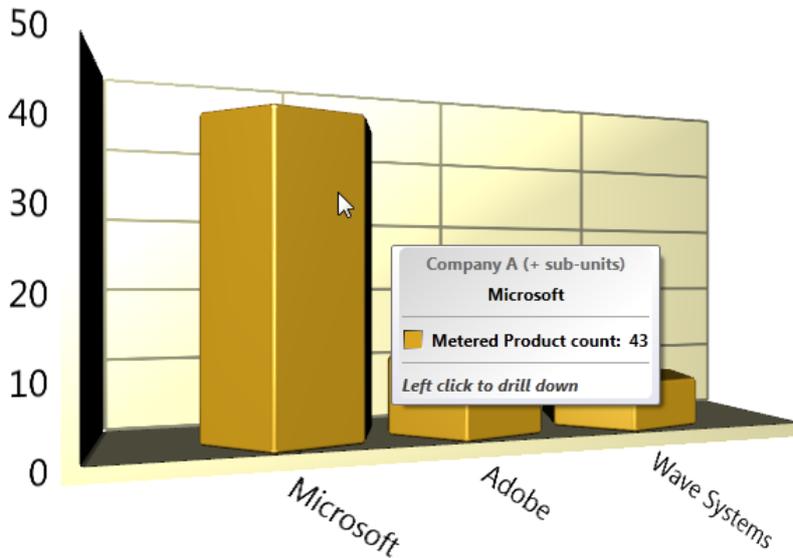
You can drill into the data to show:

- The number of [products by manufacturer](#).
- The average number of days elapsed since the [last usage of a product, by product family](#).
- The average number of days elapsed since the [last usage of a product, by product version](#).
- The breakdown of the [last usage of a product version across all installations](#).

Hover the mouse over any column in a chart to display additional information for that item. Each chart you drill down to holds different information.

Metered Products by Manufacturer

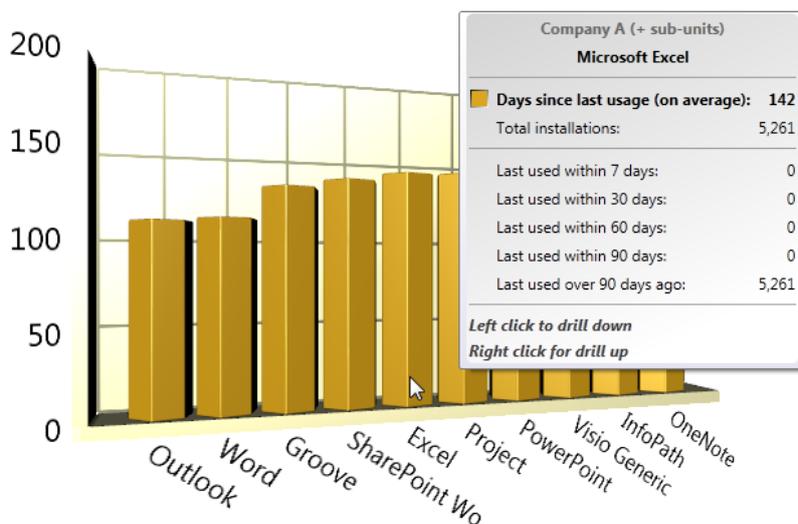
The **Metered Products By Manufacturer** chart displays the number of products used in the organization according to their manufacturer.



The above pop-up box displays the metered Microsoft products for the whole of Company A, including its child Business Units.

Days Elapsed Since Last Usage Chart

The **Days Elapsed Since Last Usage** chart displays the average length of time since a product or product family was last used on the devices in the organization.

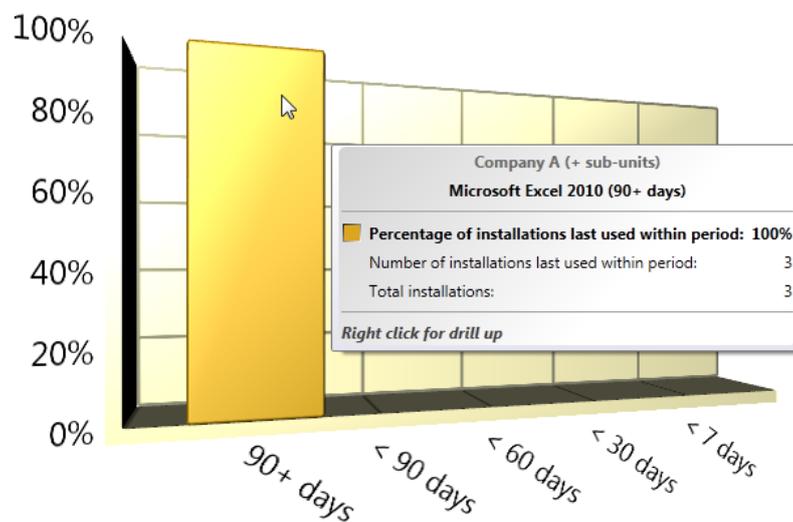


The above pop-up box displays the average number of days since the last usage of Microsoft Excel for the whole of Company A, including its child Business Units.

Breakdown Of Last Usage Across All Installations Chart

The **Breakdown Of Last Usage Across All Installations** chart displays a breakdown of the length of time since a product was last used. The average length of time is split into 5 periods.

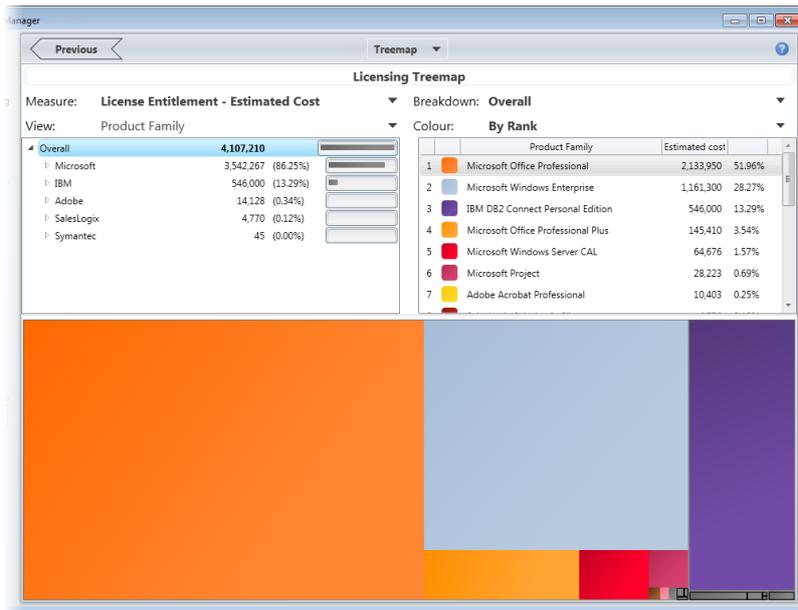
- The percentage of product installations used in the last 7 days.
- The percentage of product installations used in the last 30 days.
- The percentage of product installations used in the last 60 days.
- The percentage of product installations used in the last 90 days.
- The percentage of product installations that have not been used in the last 90 days.



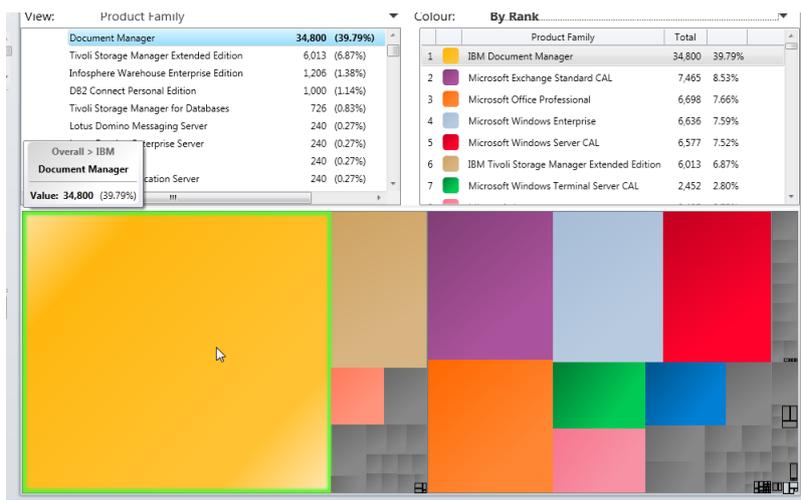
The above pop-up box displays the percentage of Microsoft Excel 2010 installations last used over 90 days ago for the whole of Company A, including its child Business Units.

Treemap Dashboard

The Treemap Dashboard displays data for the entire organization in an interactive treemap chart.



Click on any item in the chart or tables to highlight it in both tables and the chart.

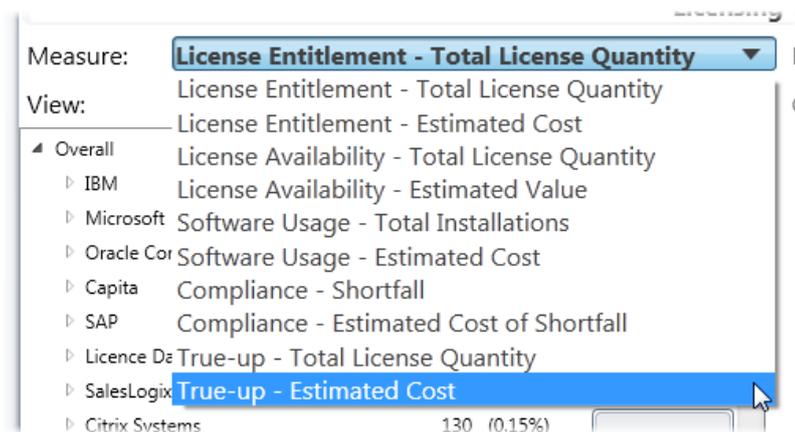


How to Navigate the Treemap Dashboard

You can view the quantities and cost estimates for different measures of data in the database. The data can be grouped, broken down and color coded.

Measure

Click ▼ in the drop-down list to change the measure.

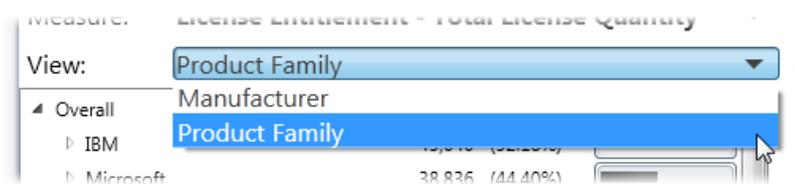


Measure Options

- License Entitlement - Total License Quantity.
- License Entitlement - Estimated Cost.
- License Availability - Total License Quantity.
- License Availability - Estimated Value.
- Software Usage - Total Installations.
- Software Usage - Estimated Cost.
- Compliance - Shortfall.
- Compliance - Estimated Cost of Shortfall.
- True-up - Total License Quantity.
- True-up - Estimated Cost.

View

Click ▼ in the drop-down list to change the view.

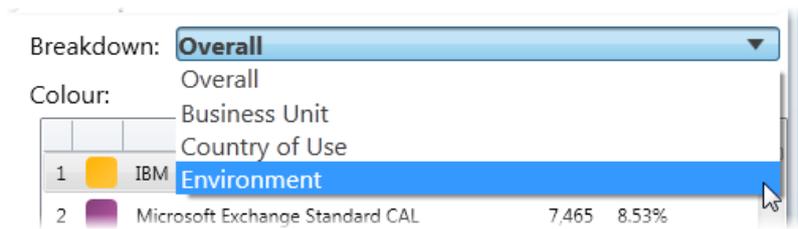


Views

- Manufacturer.
- Product Family.

Breakdown

Click ▼ in the drop-down lists to change the breakdown.

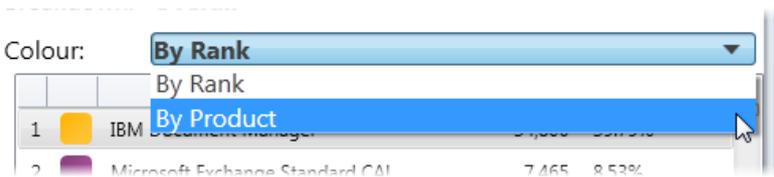


Breakdown Options

- Business Unit.
- Environment.
- Country of Use.
- Overall.

Color

Click ▼ in the drop-down lists to change the color coding.

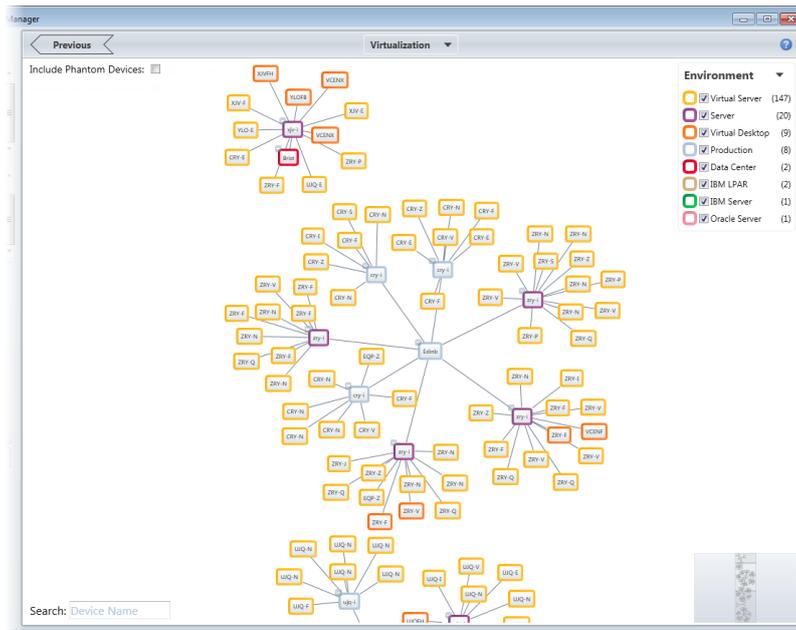


Color Coding Options

- By Rank.
- By Product.

Virtualization Dashboard

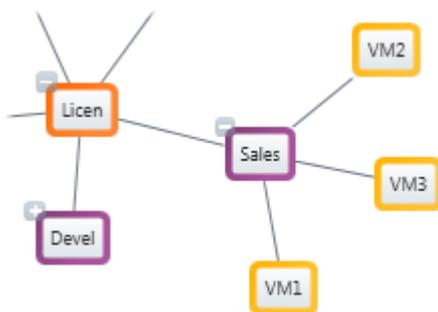
The Virtualization Dashboard shows the structure of the Virtualization Environment for the organization.



How to Navigate the Virtualization Chart

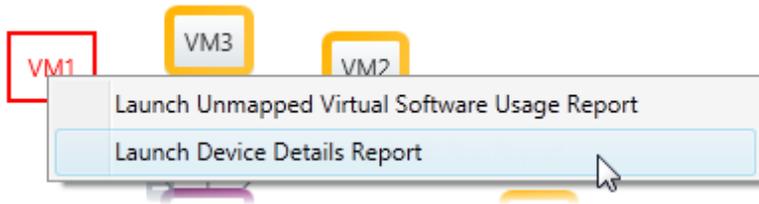
The virtualization environment is structured by;

- Data centers
- Physical servers in the data center
- Virtual servers and devices hosted on each physical server



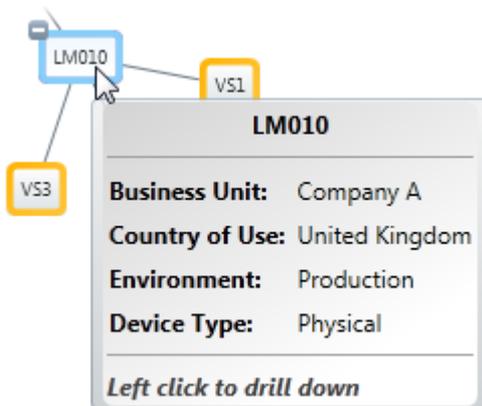
- Click + to show devices mapped to the host
- Click - to hide devices mapped to the host

Left-click a device to select it and launch reports.

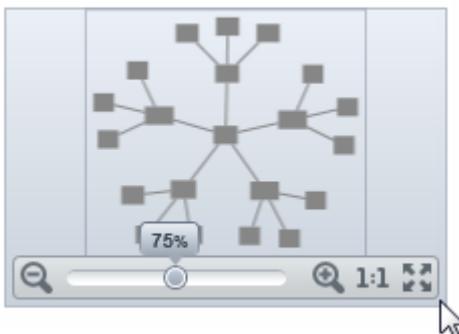


- A virtual device allows you to launch [Virtualization - Unmapped Guest Software Usage report](#) and [Cleansing - Device Details report](#)
- A Server allows you to launch [Cleansing - Device Details report](#)
- A Data Center allows you to launch [Cleansing - Device Details report](#)

Hover the mouse over a device for more details.



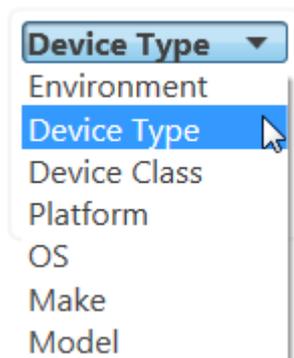
Use the zoom tool to adjust the chart view.



- Click to  zoom out
- Click to  zoom in
- Click and drag the  button to manually adjust the zoom
- Click **1:1** to set the view to 100% zoom
- Click  to fit the chart view to the screen

Highlighting

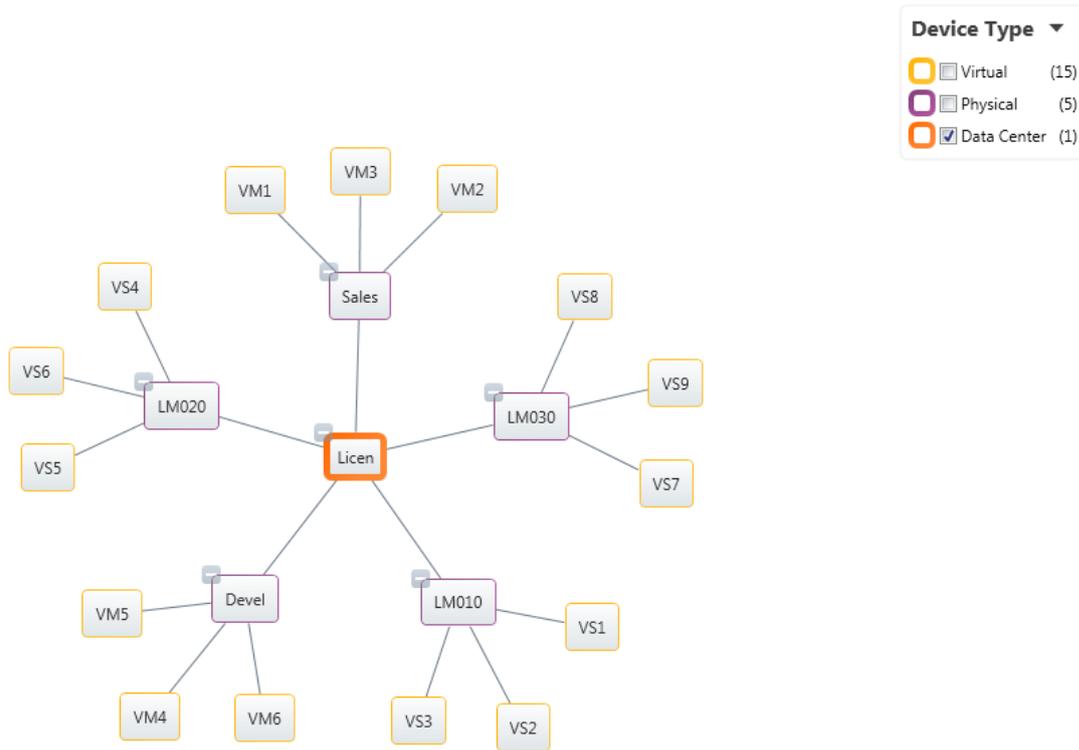
Click ▼ in the drop-down list to change the highlighting.



The display can be changed to highlight the devices by;

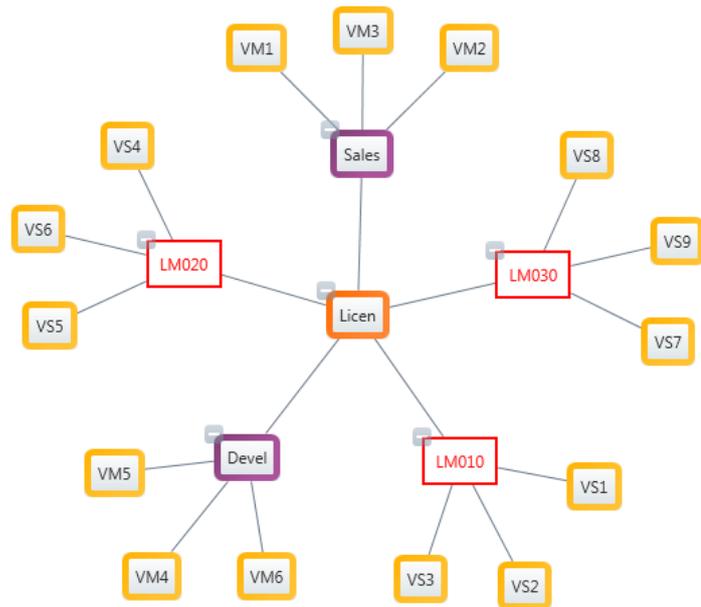
- Environment
- Device Type
- Device Class
- Platform
- Operating System
- Make
- Model

Tick a highlight to highlight the device in the chart.



Searching

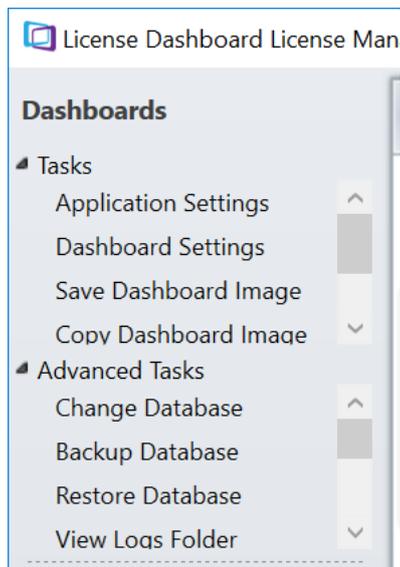
Type the device name in the search field and press enter. The results are highlighted in the chart.



Search:

Dashboards Tasks

There are a number of tasks that can be performed in the dashboards workspace. The tasks are split into a tasks list and an advanced tasks list.



There are six main tasks in the dashboards workspace.

- The [Application Settings](#) task allows you to adjust the applications settings in License Manager.
- The [Dashboard Settings](#) task allows you to change the appearance of the charts in the workspace.
- The [Save Dashboard Image](#) task allows you to save the current workspace view as an image.
- The [Copy Dashboard Image](#) task allows you to copy an image of the current workspace view.
- The [Update License](#) task allows you to update your .lic license key.
- The [About](#) task allows you to view information of the License Manager software you are running.

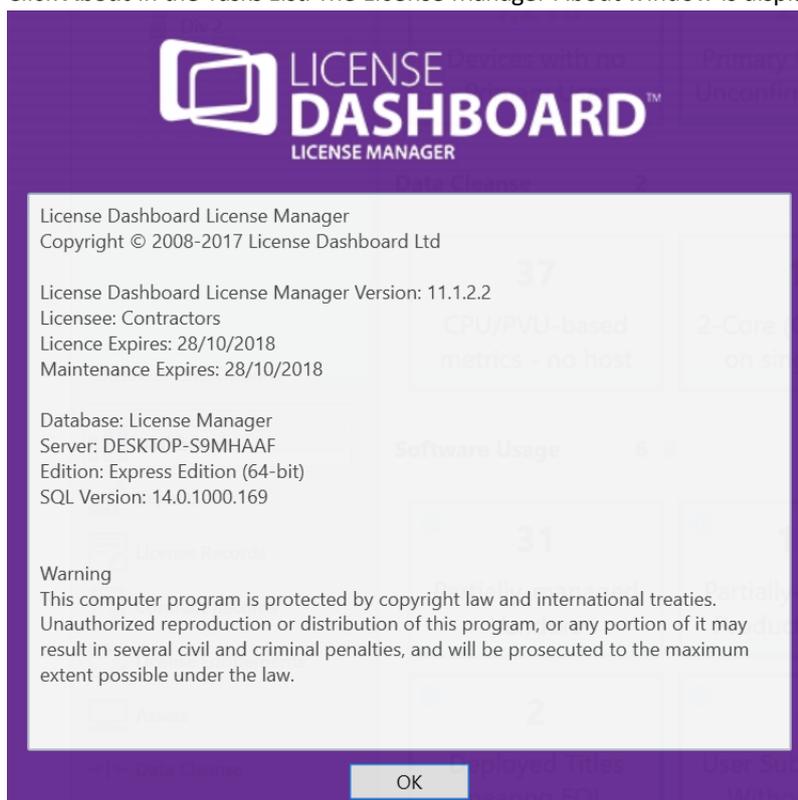
There are nine advanced tasks in the dashboards workspace.

- The [Change Database](#) task allows you to change to a different database.
- The [Backup Database](#) task allows you to create a backup of the License Manager database.
- The [Restore Database](#) task allows you to restore a License Manager database.
- The [View Logs Folder](#) task allows you to view the log files.
- The [View Config Folder](#) task allows you to view the configuration files.
- The [Change Config Folder](#) task allows you to change where the configuration files are stored.
- The [Import Content](#) task allows you to import a zip file containing custom reports or suites.
- The [Export Attributes](#) task allows you export product, manufacturer and business unit attributes
- The [Import Attributes](#) task allows you to import business unit attributes from an Excel spreadsheet

About

The About task displays the License Manager details of the system you are running.

1. Click **About** in the Tasks List. The License Manager About window is displayed.



2. Click **OK**.

Application Settings

The application settings task allows you to adjust the application settings in License Manager.

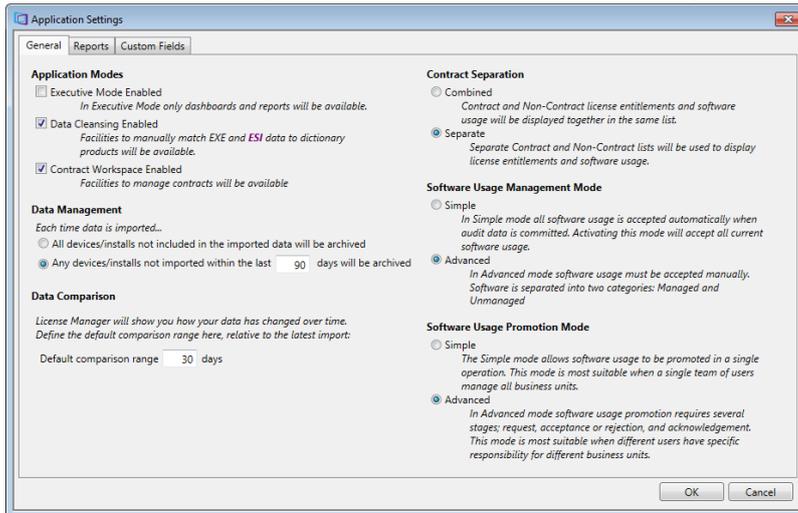
How to change Application Settings in License Manager

General Tab

The general tab allows you to adjust the settings and will affect what you can see and do in License Manager.

- **Application Modes** will limit the number of workspaces visible in License Manager or the number of tabs available in the [Data Cleanse](#) workspace.
- **Data Management** will affect how data is stored and compared in License Manager
- **Contract Separation** will limit the number of available tabs in the [License Entitlements](#) and [Software Usage](#) workspaces.
- **Software Usage Management Mode** and **Software Usage Promotion Mode** will limit the number of available tabs in the [Software Usage](#) workspace.

1. Click **Application Settings** in the tasks list. The application settings window is displayed.



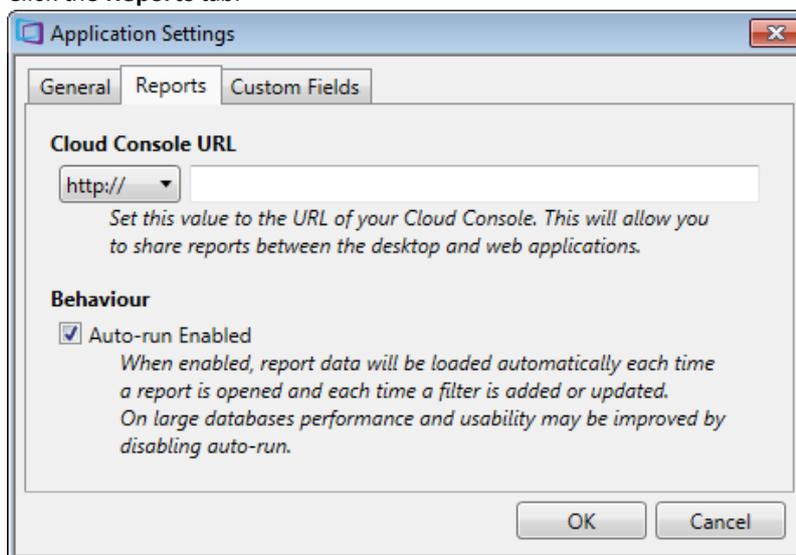
2. Choose the application modes you want to apply.
 - Tick **Executive Mode Enabled** to hide the license records, contract records, license entitlements, data cleanse, software usage and dictionaries workspaces.
 - Tick **Data Cleansing Enabled** to enable the EXE mapping and ESI mapping tabs in the data cleanse workspace.
3. Select the data management settings for your database. Each time data is imported, License Manager will add devices and installs, and decommission those that are not active. There are two options *Please note, these values are displayed at the bottom of the notifications dashboard*:
 - **All devices/installs not included in the imported data will be archived.** When you import data, any devices or installations that currently exist in your database but do not exist in the new data will be archived
 - **Any devices/installs not imported within the last x days will be archived.** When you import data, any devices or installations that currently exist in your database but do not exist in the new data will be archived after a number of days has passed. Type the number of days to wait before archiving
4. Type the number of days for the **Data comparison range x days** field. License Manager will show how your data has changed over time. Define the default comparison range here, relative to the latest import
5. Choose the contract separation setting you want to apply.
 - Select **Combined** to display the contract and non-contract license entitlements, and the software usage, in the same tab.
 - Select **Separate** to display license entitlements and software usage for contract and non-contract licenses in separate tabs.
6. Choose the **Software Usage Management Mode** you want to apply.
 - Select **Simple** to automatically accept the management of software usage in the business unit it is deployed in. This disables the **Software Usage Promotion Mode**. The unmanaged software, my promotions and unit requests tabs are hidden.
 - Select **Advanced** to manually accept the management of software usage.

7. Choose the **Software Usage Promotion Mode** you want to apply.
 - Select **Simple** to allow software usage to be promoted in a single operation. Promoted software usage is automatically accepted for management in the parent business unit. The unit requests tab is hidden. This is recommended if a single team manages all business units.
 - Select **Advanced** to manually accept software usage promotion requests. This is recommended when different users have specific responsibilities for different Business Units.
8. Click **OK**. The application settings have been changed.

Reports Tab

The reports tab allows you to set the sharing and auto-run settings for reports in the reports workspace.

1. Click **Application Settings** in the advanced tasks list. The application settings window is displayed.
2. Click the **Reports** tab.

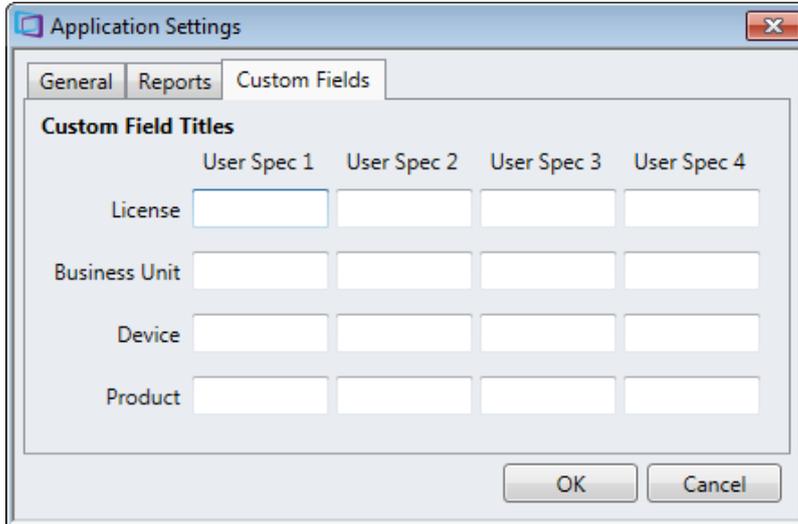


3. Input the **Cloud Console URL** you want to apply. This is used to [share your reports](#) via the web. Reports that have been shared via a URL can be loaded using the [Load Report URL](#) task.
 - Select the site protocol from the drop down menu.
 - Type the web URL
3. Choose the **Behaviour** setting you want to apply.
 - Tick **Auto-run Enabled** to automatically refresh the data in the report each time it is viewed.
4. Click **OK**. The Application Settings have been changed.

Custom Fields

The custom fields tab allows you to name the user specified fields for the [License details](#), [Business Unit details](#), [Product details](#) and [Device details](#).

1. Click **Application Settings** in the advanced tasks list. The application settings window is displayed.
2. Click the **Custom Fields** tab.

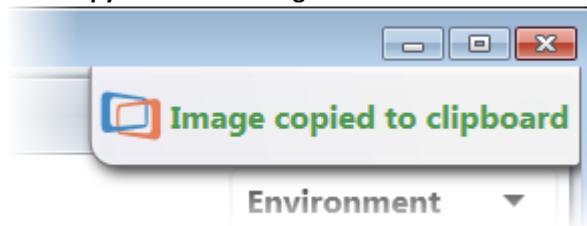


3. Type to rename the fields.
4. Click **OK**. The application settings have been changed.

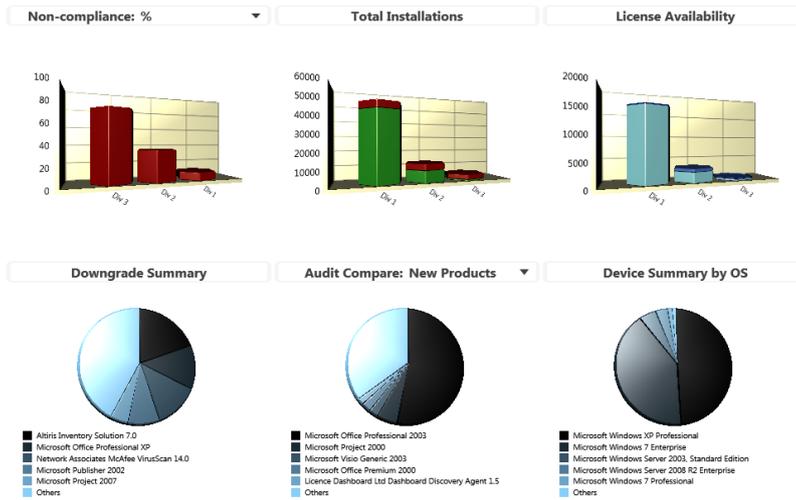
Copy Dashboard Image

The Copy Dashboard Image task allows you to copy the current workspace view to your clipboard.

1. Click **Copy Dashboard Image** in the Tasks List. A confirmation popup is displayed.



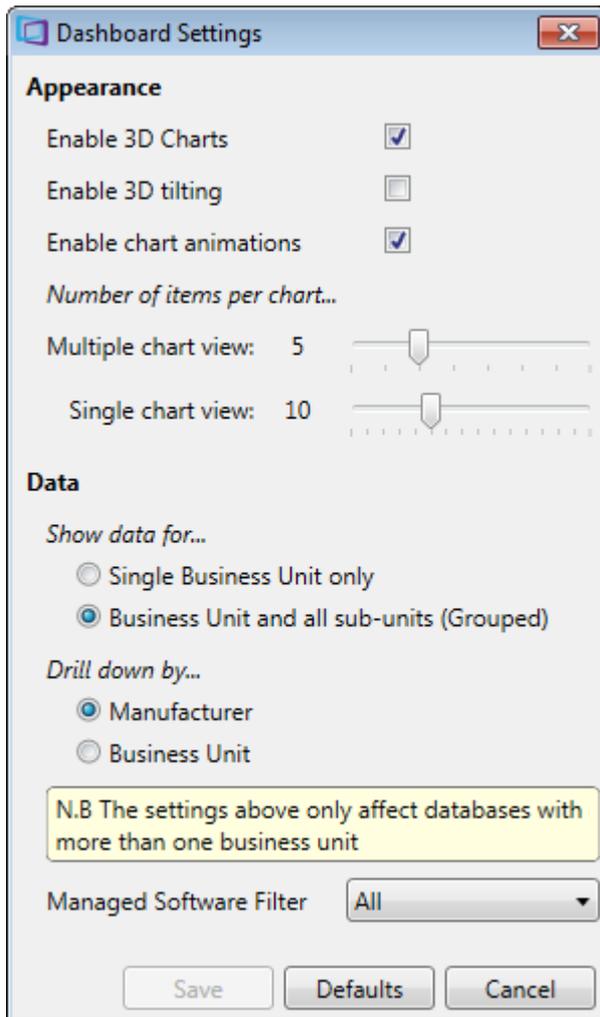
The image can be pasted into another product, such as an imaging editing application or a word processor document.



Use the [Save Dashboard Image](#) task if you prefer to save the image to a file on your hard drive.

Dashboard Settings

The Dashboard Settings task allows you to adjust the appearance of the charts in the workspace. You can also adjust how the data is displayed.



The Appearance settings allow you to adjust how data is displayed in the dashboard.

- The **Enable 3D Chart** tick-box allows you to set the charts to appear in two or three dimensions.
- The **Enable 3D tilting** tick-box is only available if the **Enable 3D Chart** tick-box is ticked. It causes the charts to tilt when the mouse hovers over them.
- The **Enable chart animations** tick-box animates the charts when drilling into the data.
- The **Number of items per chart** setting allows you to change the number of columns that appear in the column charts. There can be a minimum of three columns in the Multiple chart view and a maximum of 10. There can be a minimum of three columns in the single chart view and a maximum of 20.

The Data settings allow you to select what data is displayed in the dashboard.

- The **Show data for Single Business Unit only** setting displays the data for only the selected Business Unit in the charts.
- The **Show data for Business Unit and all sub-units (Grouped)** setting displays the combined data for the selected Business Unit and its child Business Units in the charts.
- The **Drill down by Manufacturer** setting sets the top level charts to display by Manufacturer.
- The **Drill down by Business Unit** setting sets the top level charts to display by Business Unit. *This prevents you from combining the data from a parent Business Unit and its child Business Units.*
- The **Managed Software Filter** sets the filter for the data displayed in the dashboard and the default filter for the data displayed in the compliance workspace:
 - Select **All** to view all data
 - Select **Finalized Only** to only display data that is managed in the compliance workspace
 - Select **In Progress Only** to only display data that is unmanaged in the compliance workspace

Click **Defaults** to return all settings to the default.

Save Dashboard Image

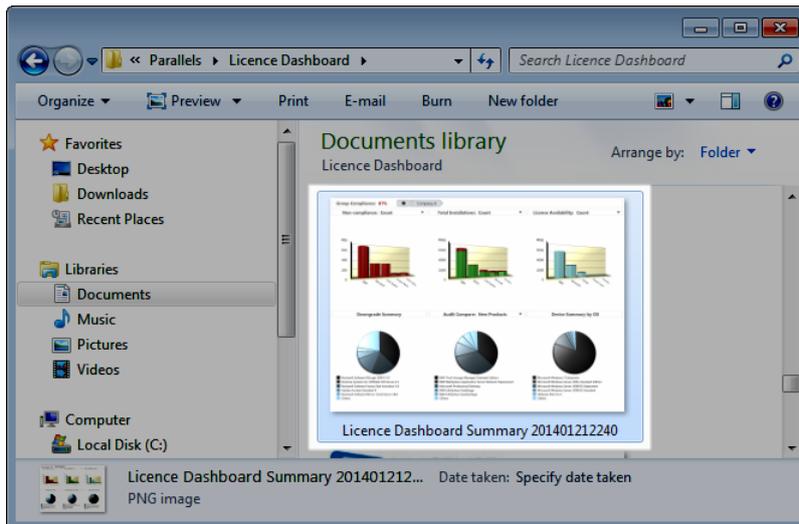
The Save Dashboard image task allows you to save the current Dashboard view as an image file.

1. Click **Save Dashboard Image**.
2. Navigate to where you want to save the file. Name it and click **Save**. A confirmation popup is displayed.



- Click the file to view it in the default image viewer.

The below screenshot shows a pre-saved Dashboard image.



Use [Copy Dashboard Image](#) if you prefer to copy the image to your clipboard without saving it as a file.

Update License

The Update License task allows you to update the license for your License Manager database. This task is automatically displayed when you:

- Install License Manager
- Upgrade License Manager
- Connect to a new database

The license is provided by your reseller when you purchase or upgrade your License Manager software. The license can be in the form of an activation code or a **.lic** key file.

There are two options for setting up your license:

- Activating a license ID code
- Uploading a license key file

Only one option is required to activate a license for a database.

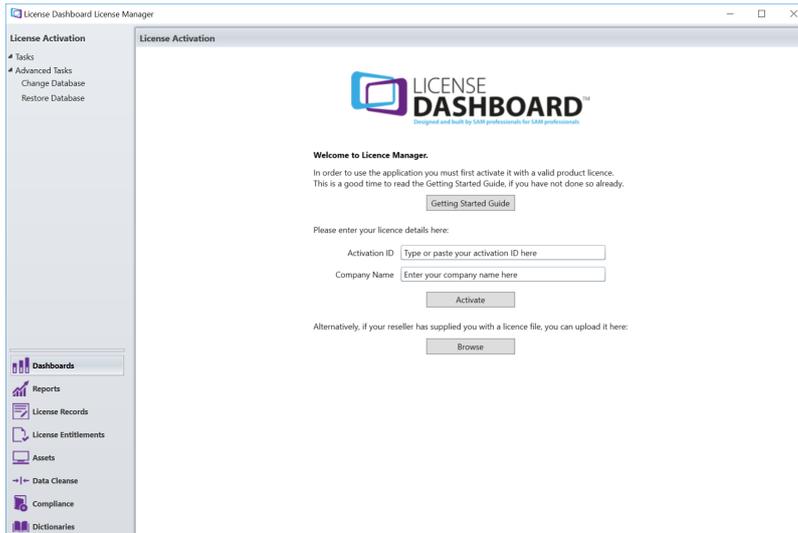
Tasks

There are two advanced tasks available during the Update License task:

- The [Change Database](#) task allows you to change to a different database before updating your license.
- The [Restore Database](#) task allows you to restore a License Manager database before updating your license.

How to Update Your License

1. Click **Update License** in the Tasks List. The License Activation screen is displayed.



2. Enter the license details. There are two options:
 - Activation ID code, Type the **Activation ID**, your **Company Name** and click **Activate**
 - Upload .lic file. Click **Browse** and navigate to the folder containing your .lic file. Select it and click **Open**.

The new license details are displayed.

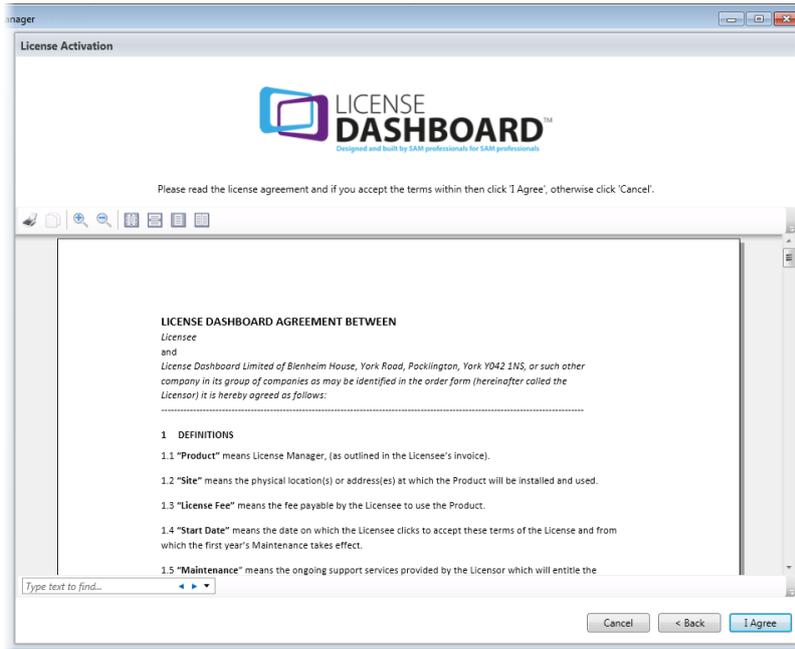


Please review the license details and if you accept them then click 'I Agree', otherwise click 'Cancel'.

Licensee:	Red Robot- LM10 scripting
Product Edition:	Datacentre ASP Device usage License*
License Type:	Time Limited
License Expires On:	Wednesday, August 31, 2016
Maintenance Expires On:	Wednesday, August 31, 2016
	<input type="button" value="Cancel"/> <input type="button" value=" < Back"/> <input type="button" value=" I Agree"/>

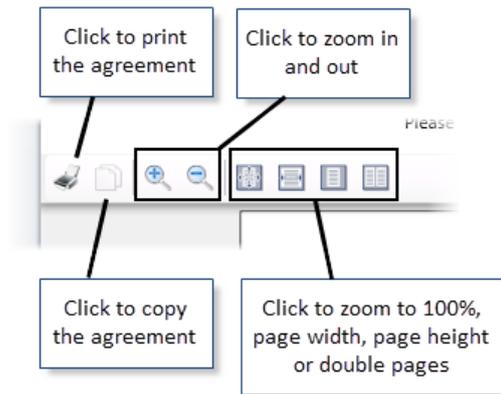
3. Review the license details to ensure they are correct.

4. Click **I Agree**. The End User License Agreement is displayed.



5. Review the agreement.

- Use the document controls to change the view of the document.



- Use the search field to search the document.



- Click **I Agree**. A confirmation message is displayed.



- Tick **Read the getting started guide** to open the Getting Started with License Manager help text.

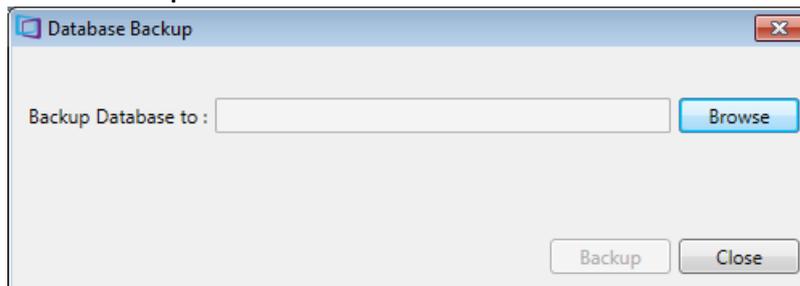
- Click **Close**.

Backup Database

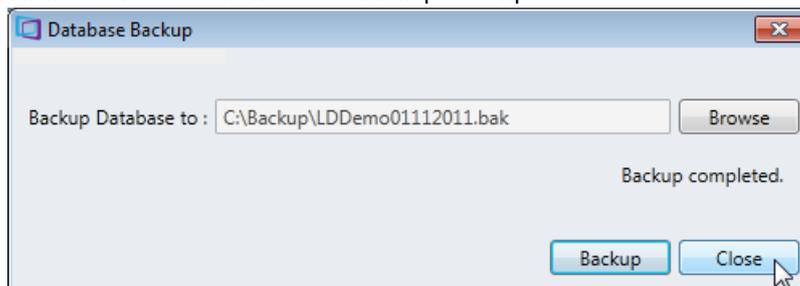
The Backup Database task allows you to backup the License Manager database, if License Manager is using a SQL Server instance on the local computer. If License Manager is using a SQL Server instance on a remote computer, the Backup task is not available.

How to back up your database

- Click **Backup Database** in the Advanced Tasks List.
- In the dialog box, click the **Browse** button to choose a location for your backup file. Then click the **Backup** button.



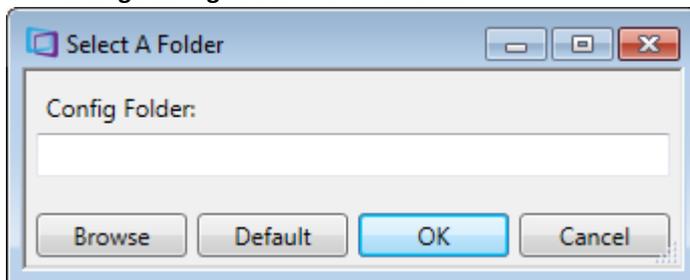
- Click the **Close** button when the backup is complete.



Change Config Folder

The Change Config Folder task allows you to change where the License Manager .xml configuration files are stored.

1. Click **Change Config Folder** in the Tasks list.



2. Click **Browse** and navigate to the location where you want the .xml configuration files to be stored. Or click **Default** to select the default location.
3. Click **OK**.

Change Database

The change database task allows you to connect to a different SQL Server database or instance.

License Manager can connect to Microsoft SQL Server 2008 or later, whether installed on your local computer or on a remote server. To connect to a different SQL Server, you will need to know:

- The name of the computer it is running on
- The name of the instance it is installed as

Your IT support department should be able to provide you with these details if necessary.

1. Type in the SQL Server Name. The correct format is **SQL-SERVER-COMPUTER-NAME\INSTANCE-NAME**.
2. Select the authentication type to use for the SQL Server.
3. If you are creating a new database and type in the **New Database Name**. If you have an existing License Manager database, select **Open an Existing Database** and select it from the drop-down list.
4. Click the **Test Connection** button to verify the entered details are correct. If successful, a connection succeeded message will be displayed. If there is a problem, an error message will appear. Click OK to close the message.
5. Click **OK** to close the License Manager database setup screen.

Please note: If you change to a database that has not been licensed to the current version of License Manager, the [Update License](#) task is automatically started.

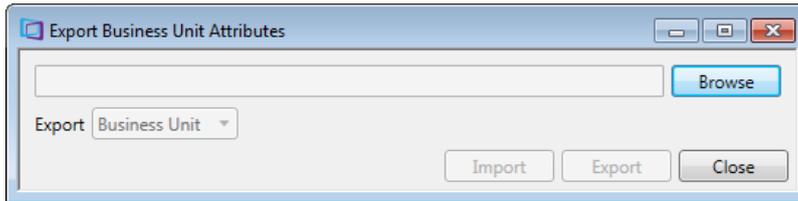
Export Attributes

The export attributes task allows you to export product, manufacturer or business unit attributes to an Excel spreadsheet. Attributes are the information you manually add to different types of data in License Manager:

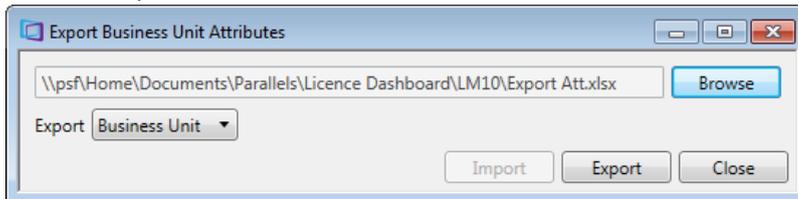
- Product attributes are related to the information you add to products in the [products dictionary](#).
- Manufacturer attributes are related to the information you add to manufacturer details in the [manufacturers dictionary](#)
- Business unit attributes are related to the business units you have created. These attributes can be viewed when you [edit a business unit](#)

This task can be used with the [import attributes task](#) to perform bulk updates to the attributes you have added. You can export the attribute data, up-date the data in Excel and import it back in to License Manager.

1. Click **Export Attributes** in the advanced tasks list. The export attributes window is displayed.



2. Click **Browse**.
3. Navigate to where you want to save the file. Name it and click **Save**. The export attributes window is updated:



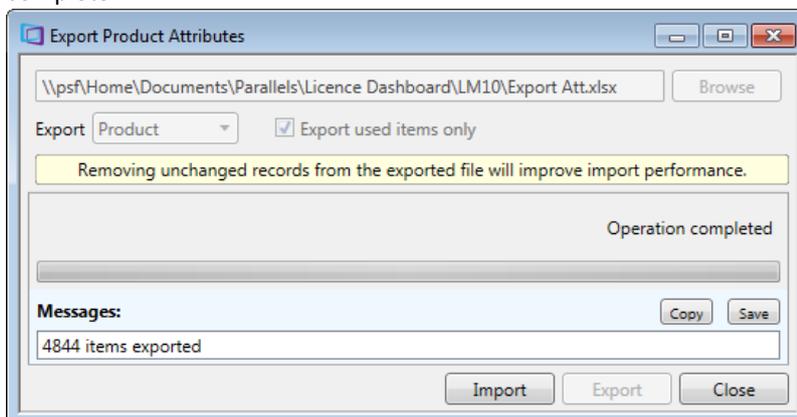
4. Select the attributes you want to **Export**.
5. Tick **Export used items only** to only export the attributes of items that are currently in use in your database. This is available for product and manufacturer exports. If it is not ticked, the attributes for every product or manufacturer in the dictionary will be exported.

6. Click **Export**. The export file is automatically viewed in Excel after it is exported

Product GUID	Manufacturer	Product	Version	Track Usage	RRP
3e50f6aa-7165-481e-b000-6f1-4a	1-4a	Rename	1,5	N	
5c9aa6ea-d670-4558-af2a-941	1C	Click Downloader	2,7	N	
22f4611a-af36-45c9-9db9-16	21	Casino	13,2	N	
54c3b3cc-3c8d-4b5c-8a85-cf1	2B	BrightSparks	7,3	N	
d80a81a4-2907-493c-84a6-c4	2K	Games		Y	
9ef41783-6ecc-48ee-9b1c-0f	3	Connect	2,0	N	
b1faa38a-5e73-4b5b-a9ac-e1	3	Connect	3,0	N	
4b5d849c-6aff-409b-453b-b1	3ixx	com	5,0	Y	
cd5ec020-8af6-401c-a0b4-ca	6	Wunderkinder	2,1	N	
dec4f908-a523-4607-9ba0-f0	Abine	Inc	5,2	N	
101bc4bd-b015-44a0-8974-0	Able	Bits	4,0	Y	
c97b71f0-6f2a-4f36-885a-fc	2	Absolute Software Corporat	2,3	N	
9a8ba02a-c81c-47d3-9ecc-13	AC3	Filter		N	
ad3e185e-c9e4-4705-8778-b	Acoo	soft	3,0	Y	
ab1af2a5-e647-451e-8d28-0	Acorah	Software	2,x	Y	
75239923-6e0d-4f6a-90b4-8c	Acorah	Software	2007	Y	
2298346e-234f-48e5-ab75-1	Acorah	Software	2008	Y	
af11dc29-daa8-4e8d-b17a-b	Acorah	Software	2009	Y	
931bf333-f2d7-40c8-a88f-a1	Acorah	Software	2010	Y	
d63155e5-3b90-4ed9-8196-b	Acorah	Software	2011	Y	
e48f5e8e-473a-411f-bb95-a	Acorah	Software	2012	Y	
462757d7-0c6c-4854-b7be-5	Acesso	Software	6,0	Y	
cf1261ee-ebca-4eb0-819e-c	Acro	Software	2,0	N	
8776803b-9245-4e4e-165a-4	Acro	Software	2,7	N	
cf2f241d-8b40-421d-a818-7	Acro	Software	2,8	N	
21ecef0f-36ef-4bd1-a29b-0	Acro	Software	2,9	N	

You can edit the file and save it as normal.

A confirmation message is also displayed in the export attributes window when the export is complete.



- Click **Copy** to copy the message text to your clipboard
- Click **Save** save the message text in a txt file
- Click **Import** to re import the same file after it has been edited, saved and closed in Excel.

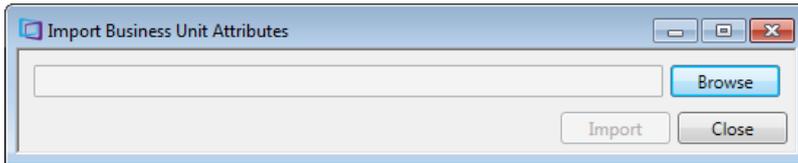
7. Click **Close**. The report set has been imported.

Import Attributes

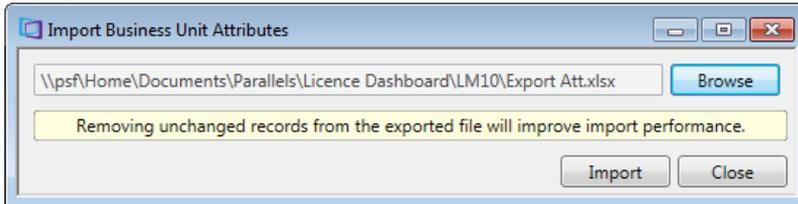
The import attributes task allows you to import business unit attributes from an excel spreadsheet. Business unit attributes are related to the business units you have created. These attributes can be viewed when you [edit a business unit](#)

This task can be used with the [export attributes task](#) to perform bulk updates to the attributes you have added. You can export the attribute data, up-date the data in Excel and import it back in to License Manager.

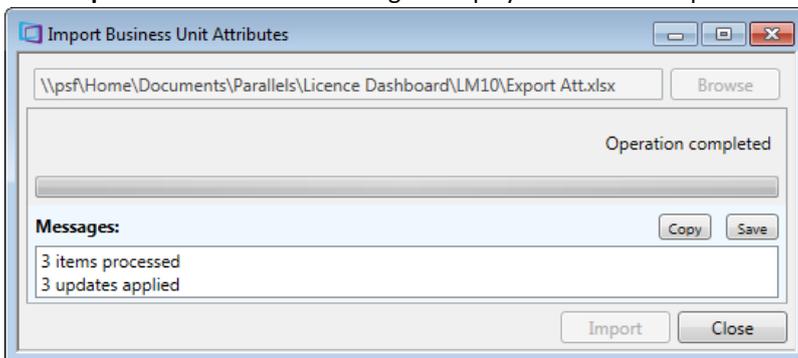
1. Click **Import Attributes** in the advanced tasks list. The import attributes window is displayed.



2. Click **Browse**.
3. Navigate to where the Excel file is stored. Select it and click **Open**. The file details are displayed.



4. Click **Import**. A confirmation message is displayed when the import is complete.



- Click **Copy** to copy the message text to your clipboard
- Click **Save** save the message text in a txt file

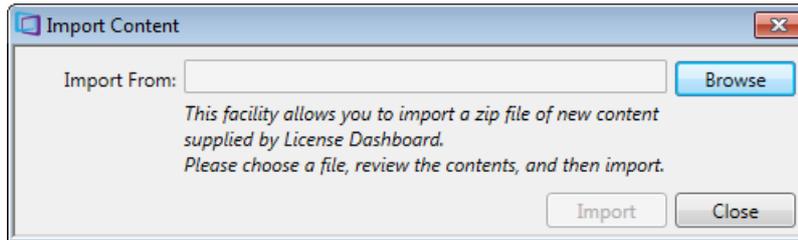
5. Click **Close**. The report set has been imported.

Import Content

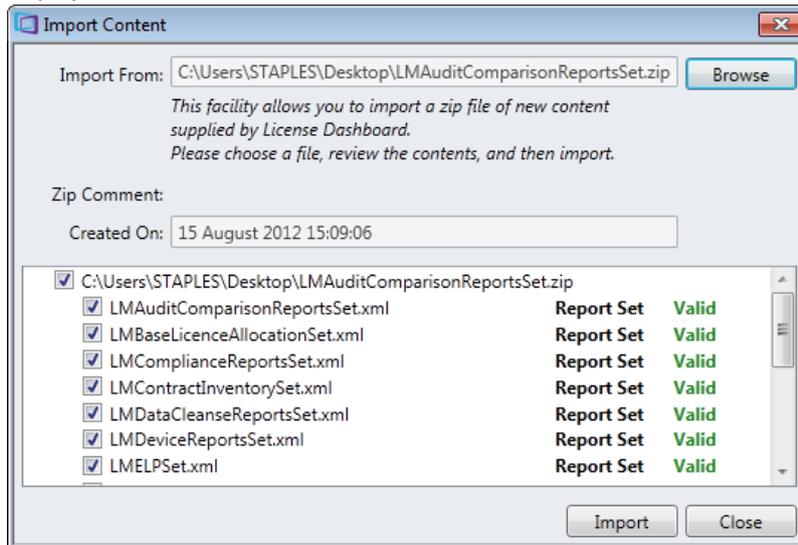
The Import Content task allows you to import a zip file containing custom reports or suites.

License Dashboard can supply a customized report set for License Manager. The set is provided in a zip file. The zip file can contain existing reports and any additional reports that can be uploaded to replace the existing report set.

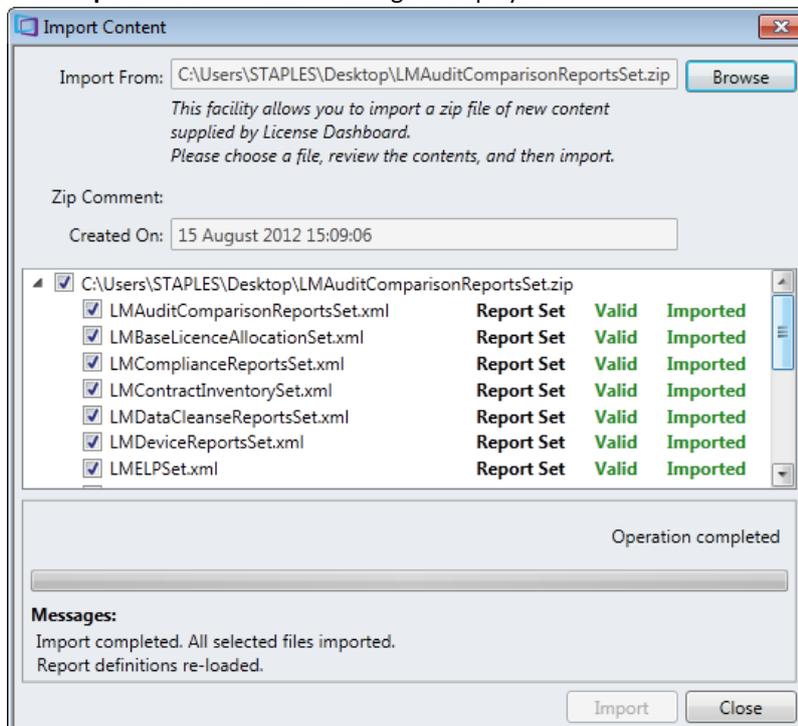
1. Click **Import Content** in the advanced tasks list. The import content window is displayed.



2. Click **Browse**.
3. Navigate to where the zip file is stored. Select it and click **Open**. The file contents are displayed.



4. Select the reports to import.
5. Click **Import**. A confirmation message is displayed.



- Click **Close**. The report set has been imported.

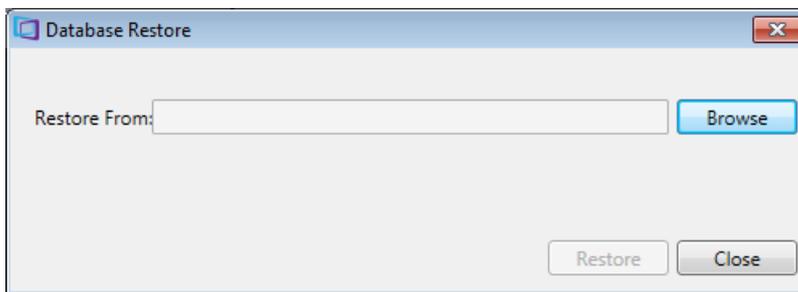
Restore Database

The Restore Database task allows you to restore a License Manager database if License Manager is using a SQL Server instance on the local computer. If License Manager is using a SQL Server instance on remote computer, the Restore task is not available.

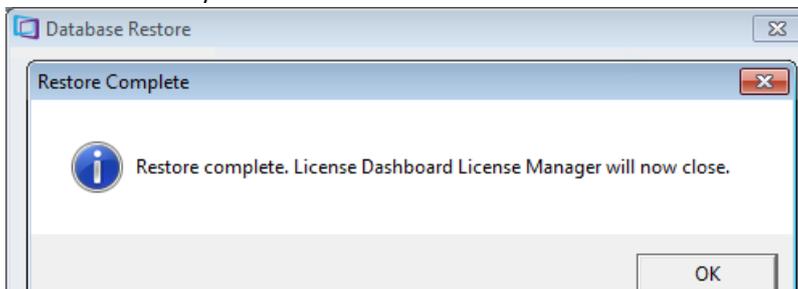
Ensure that the backup file is saved to your local C drive before attempting a Restore.

How to restore a database backup

- Click **Restore Database** in the Advanced Tasks List.
- In the dialog box, click the **Browse** button to locate your backup file. Then click the **Restore** button.



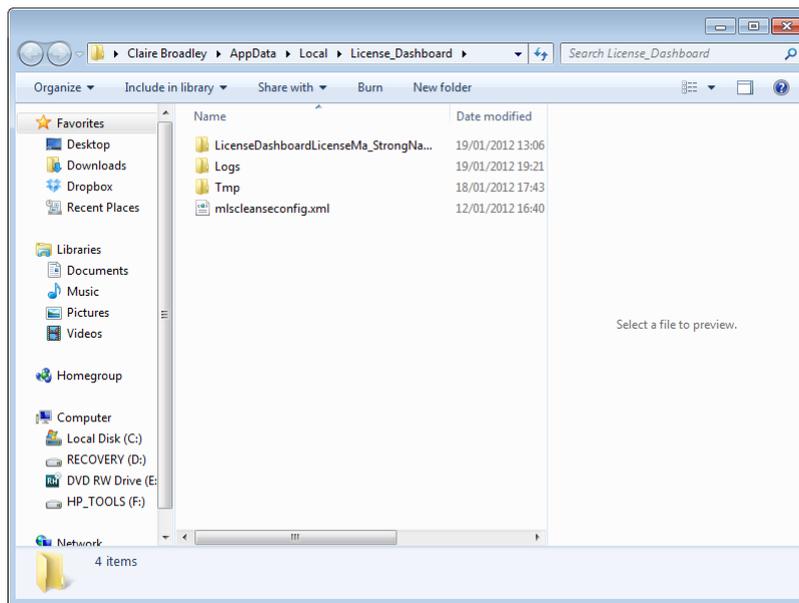
- Click the **OK** button to confirm that the Database Restore is complete. License Manager will close automatically.



- Re-open License Manager and verify that your data has been restored as expected.

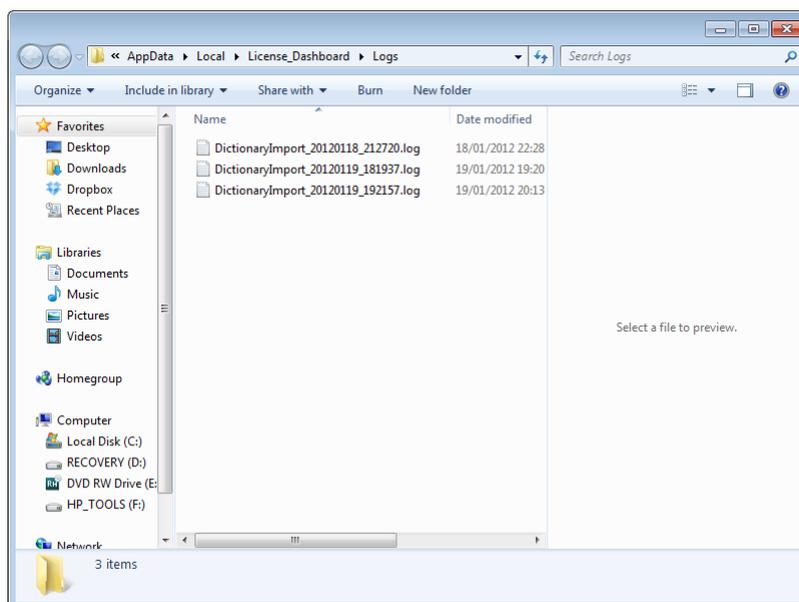
View Config Folder

The View Config Folder task opens the folder where the .xml configuration files are stored.



View Logs Folder

The view logs task opens the folder where the .log files are stored.

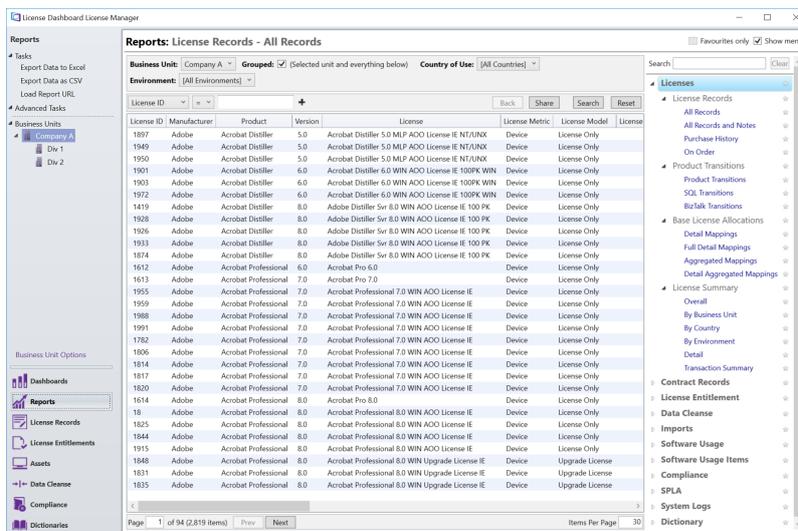


REPORTS

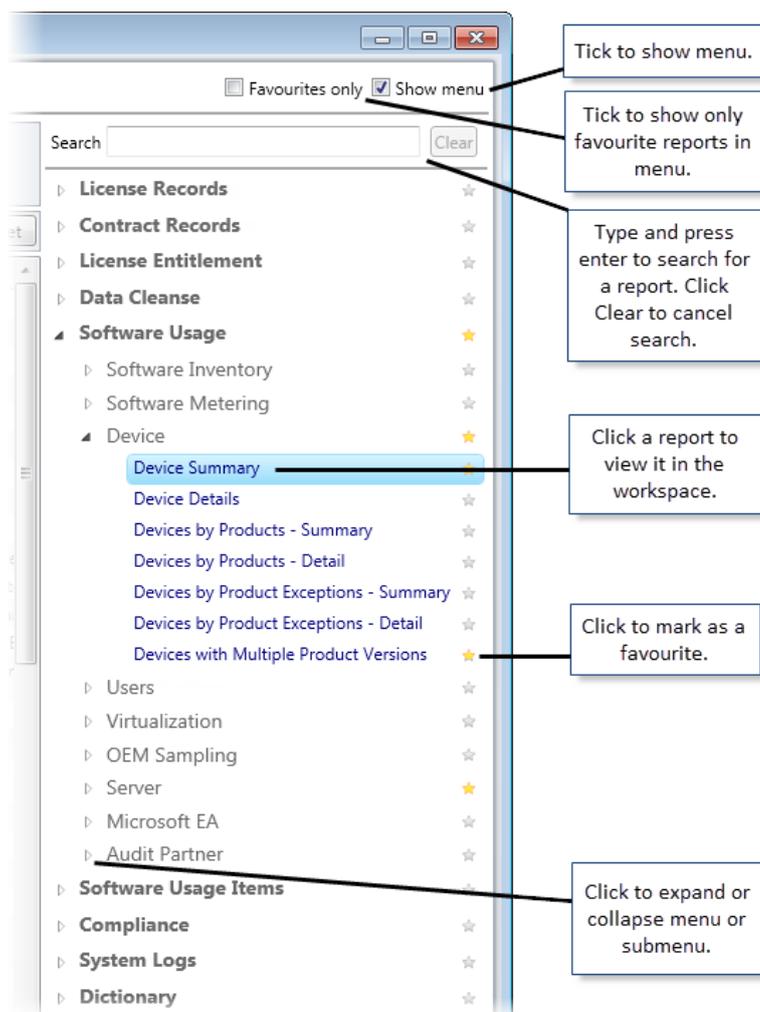
License Manager comes with a number of pre-defined reports. The parameters for each report are fixed, but the results can be filtered and re-ordered. *If you need to create custom reports, see the [Views section for information about creating custom Views](#).*

Please note, the reports in your database can also be made available online, using the product.

The Business Unit selected on the left hand side of the application window has no effect on the data displayed in a report. The Report is always based on the entire organization's data. You can [filter or search the Reports](#) to display data for a selected Business Unit.



The reports are split into 9 categories. Some of the main categories are also split into sub categories. The reports menu is accessible on the right side of the workspace.



- Click a category name to expand or collapse the menu.
- Click on a **Report** to view it in the main window of License Manager.

Reports can contain a dataset that is too wide to fit within the License Manager window. A horizontal scroll bar allows you to move the data to the left or right to reveal additional columns. You can also adjust the width of the columns by clicking and dragging the heading dividers.

A crosshair appears when the mouse hovers over a divider. This indicates that it can be dragged left or right to resize the column.

Manufacturer	Version	License	License Metric	License Model	License Qty	Maint Qty	Maint Expiry	Agreement Type
Microsoft	97	Office Pro 97 Win	Device	Step Up License	2	0		Select 4
Microsoft	2000	Office Pro 2000 W	Device	Step Up License	24	0		Select 4
Microsoft	2000	Publisher 2000 Wi	Device	Upgrade License	2	0		Select 4
Microsoft	2000	FrontPage 2000 W	Device	Upgrade License	3	0		Select 4
Microsoft	10.0	Illustrator 10.0 Wi	Device	Upgrade License	1	0		CLP 4.5
Adobe	8.0	Acrobat Professional	Device	Upgrade License	3	0		CLP 4.5
Adobe	4.0	Photoshop Elements	Device	Upgrade License	1	0		CLP 4.5
Microsoft	XP	Windows XP Professional	Device	Upgrade License	200	0		Select 6
Microsoft	2000	Publisher 2000 Wi	Device	Upgrade License	30	0		Select 5
Microsoft	2000	Project 2000 Win3	Device	Upgrade License	30	0		Select 5
Microsoft	2000	Office Pro 2000 W	Device	Upgrade License	303	0		Select 5
Microsoft	2000	Exchange Standard CAL	CAL	Upgrade License	1000	0		Select 5
Microsoft	2000	Project 2000 Win3	Device	Upgrade License	3	0		Select 5
Microsoft	2002	Publisher 2002 Wi	Device	Upgrade License	1	0		Select 5
Microsoft	XP	Windows XP Professional	Device	Upgrade License	100	0		Select 5

How to Refine and Sort Report Data

Use a combination of search, filters and sorting to find and display specific information in any report. The results can then be exported to Excel, a .CSV file, or shared via a URL.

How to apply a filter to your Report

The results of any Report can be filtered by using the pane at the top of the screen.

Reports: License Records - All Records

Business Unit: Company A | Grouped: (Selected unit and everything below) | Country of Use: [All Countries] | Environment: [All Environments]

License ID: [] [+] [Back] [Share] [Search] [Reset]

License ID	Manufacturer	Product	Version	License	License Metric	License Model
1056	Adobe	Acrobat	6.0	Acrobat Professional 10.0 WIN AOO Licence IE	Device	License Only
1057	Adobe	Acrobat	7.0	Acrobat Professional 10.0 WIN AOO Licence IE	Device	Upgrade License

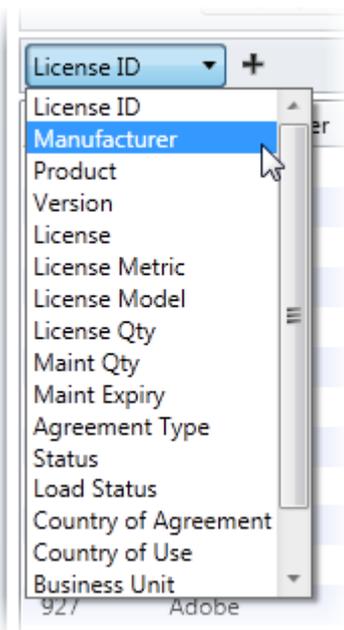
You can filter the report by;

- An individual **Business Unit**.
- A Business Unit and its child Business Units **Grouped** together.
- The **Country of Use**.
- The **Environment**.

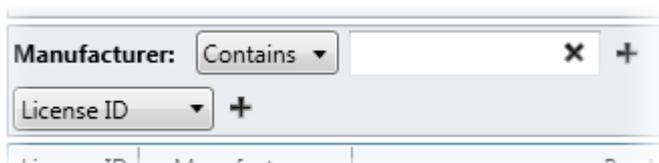
Column Filter

The column filter is used to filter the results by items under a column in the report. *For example the Manufacturer column displays a list of all the Product Manufacturers used in an Organization. You may want the report to just show Microsoft and Adobe Products.*

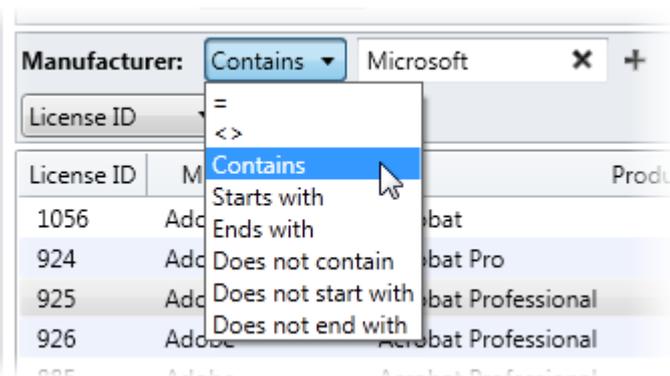
1. Choose a column name from the drop-down list in the Search pane.



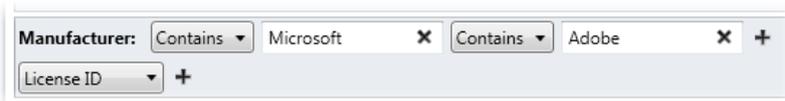
2. Click **+**. The Field is displayed above.



- 3. Type your search term into the text field.
- 4. Select the filter rule.



5. Click **+** to add further items. Click **x** to remove items.



6. Click **Search**.

The results of your search are displayed.

License ID	Manufacturer	Product	Version	License	License Metric	License Model	License
1056	Adobe	Acrobat	9.0	Maintenance	Device	Maintenance Only	
924	Adobe	Acrobat Pro	10	Acrobat Professional 10.0 WIN AOO Licence IE	Device	License Only	
925	Adobe	Acrobat Professional	7.0	Acrobat Professional 7.0 WIN AOO Licence IE	Device	License Only	
926	Adobe	Acrobat Professional	8.0	Acrobat Professional 8.0 WIN AOO Upgrade Licence IE	Device	Upgrade License	
885	Adobe	Acrobat Professional	9.0	Acrobat Professional 9.0 WIN AOO Licence IE	Device	License Only	
886	Adobe	Acrobat Professional	9.0	Acrobat Professional 9.0 WIN AOO Licence IE	Device	License Only	
922	Adobe	Acrobat Professional	9.0	Acrobat Professional 9.0 WIN AOO Licence IE	Device	License Only	
923	Adobe	Acrobat Professional	9.0	Acrobat Professional 9.0 WIN AOO Licence IE	Device	License Only	
973	Adobe	Acrobat Professional	X	Acrobat Professional 10.0 WIN AOO Licence IE	Device	License Only	
887	Adobe	Contribute	CS4	Contribute CS4 WIN AOO Licence IE	Device	License With Maintenance	
928	Adobe	Illustrator	10.0	Illustrator 10.0 Win32 English AOO Upgrade Licence	Device	Upgrade License	
927	Adobe	Illustrator	9.0	Illustrator 9.0 Win32 English AOO Licence	Device	License Only	
929	Adobe	Photoshop	7.0	Photoshop 7.0 Win32 English AOO Licence	Device	License Only	
931	Adobe	Photoshop Elements	3.0	Photoshop Elements 3.0 Win 32 FPP	Device	License Only	
932	Adobe	Photoshop Elements	4.0	Photoshop Elements 4.0 Win 32 AOO Upgrade Licence	Device	Upgrade License	
930	Adobe	Photoshop Elements	9.0	Photoshop Elements 9.0 Win 32 FPP	Device	License Only	
933	Adobe	Premiere Elements	4.0	Premiere Elements 4.0 Win32 AOO Licence + 3 Year Mani	Device	License With Maintenance	
681	Microsoft	Access	2000	Access 2000 Win32 English MVL	Device	License Only	
785	Microsoft	Access	2000	Access 2000 Win32 English MVL	Device	License Only	
168	Microsoft	Access	2000	Access 2000 Win32 English MVL	Device	License Only	
380	Microsoft	Access	2000	Access 2000 Win32 English MVL	Device	License Only	
1071	Microsoft	Access	2000	Access EA 2000 Maint	Device	Maintenance Only	
653	Microsoft	Access	2002	Access 2002 Win32 English MVL	Device	License Only	
340	Microsoft	Access	2002	Access 2002 Win32 English MVL	Device	License Only	
351	Microsoft	Access	2002	Access 2002 Win32 English MVL	Device	License Only	

- Click the **Reset** button to clear the search.
- Click the **Close** button to return to the Reports workspace.

Multiple column filters

Multiple column filters can be added to a report in the same way.

License ID	Manufacturer	Product	Version	License	License Metric	License Model	License Qty	Maint
929	Adobe	Photoshop	7.0	Photoshop 7.0 Win32 English ADO Licence	Device	License Only	1	
931	Adobe	Photoshop Elements	3.0	Photoshop Elements 3.0 Win 32 FPP	Device	License Only	1	
932	Adobe	Photoshop Elements	4.0	Photoshop Elements 4.0 Win 32 ADO Upgrade Licence	Device	Upgrade License	1	
930	Adobe	Photoshop Elements	9.0	Photoshop Elements 9.0 Win 32 FPP	Device	License Only	1	
288	Microsoft	Office Developer	XP	Office XP Dev Win32 English MVL	Device	License Only	3	
972	Microsoft	Office for Mac	2008	Office for Mac 2008 FPP	Device	License Only	1	
913	Microsoft	Office Premium	2000	Office 2000 Premium Win32 English MVL	Device	License Only	150	
552	Microsoft	Office Professional	2000	Office Pro 2000 Win32 English MVL	Device	License Only	5	
578	Microsoft	Office Professional	2000	Office Pro 2000 Win32 English MVL	Device	License Only	1	
360	Microsoft	Office Professional	2000	Office Pro 2000 Win32 English MVL	Device	License Only	1	
398	Microsoft	Office Professional	2000	Office Pro 2000 Win32 English MVL	Device	License Only	4	
422	Microsoft	Office Professional	2000	Office Pro 2000 Win32 English MVL	Device	License Only	5	
423	Microsoft	Office Professional	2000	Office Pro 2000 Win32 English MVL	Device	License Only	1	
433	Microsoft	Office Professional	2000	Office Pro 2000 Win32 English MVL	Device	License Only	1	
504	Microsoft	Office Professional	2000	Office Pro 2000 Win32 English MVL	Device	License Only	2	
524	Microsoft	Office Professional	2000	Office Pro 2000 Win32 English MVL	Device	License Only	4	
528	Microsoft	Office Professional	2000	Office Pro 2000 Win32 English MVL	Device	License Only	2	
34	Microsoft	Office Professional	2000	Office Pro 2000 Win32 English MVL	Device	License Only	4	
38	Microsoft	Office Professional	2000	Office Pro 2000 Win32 English MVL	Device	License Only	13	
42	Microsoft	Office Professional	2000	Office Pro 2000 Win32 English MVL	Device	License Only	4	
71	Microsoft	Office Professional	2000	Office Pro 2000 Win32 English MVL	Device	License Only	1	
80	Microsoft	Office Professional	2000	Office Pro 2000 Win32 English MVL	Device	License Only	2	
90	Microsoft	Office Professional	2000	Office Pro 2000 Win32 English MVL	Device	License Only	55	
159	Microsoft	Office Professional	2000	Office Pro 2000 Win32 English MVL	Device	License Only	4	

It is possible to add additional search terms and repeat the process if the results are not specific enough.

Drill-down

Some reports allow you to drill down into further detail. These reports include a  button in the first column.

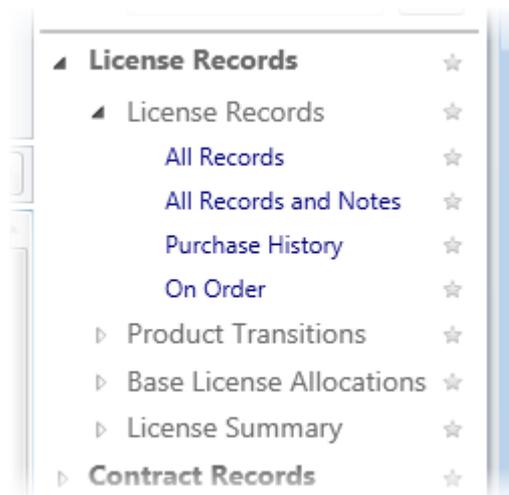
Environment	Manufacturer	Product Pool	Product
	Desktop	Microsoft	Desktop Optimization Pack for SA - User
	Desktop	Microsoft	Professional Desktop
	Desktop	Microsoft	Windows

- Click  to drill down.
- Click **Back** button return to the view.

Share

The Share button allows you to share a report via a URL. *Please note, this includes any filters that have been applied.* The Report URL is set using the [Applications Settings](#) task in the Dashboards workspace.

1. Click **Share**. The Share Report window is displayed.



License Records - All Records

The License Records - All Records report shows all licenses in the License Records workspace.

Columns

- License ID
- Manufacturer
- Product
- Version
- License
- License Metric
- License Model
- License Quantity
- Maint Qty
- Maint Expiry
- Agreement Type
- Status
- Load Status
- Country of Agreement
- Country of Use
- Business Unit
- Environment

Reports: License Records - All Records

Business Unit: Company A Grouped: (Selected unit and everything below) Country of Use: [All Countries] Envi

License ID = +

ense Qty	Maint Qty	Maint Expiry	Agreement Type	Status	Load Status	Country of Agreement
0	1	30 June 2012	FPP	No base license	Valid	
4	0		CLP 4.5	Valid, registered		
3	0		CLP 4.5	Valid, pure base license		
3	0		CLP 4.5	Valid, registered		
4	0		CLP 4.5	Valid, registered		
4	0		CLP 4.5	Valid, registered		
20	0		CLP 4.5	Valid, registered		
20	0		CLP 4.5	Valid, registered		
5	0		CLP 4.5	Valid, registered		
4	4	31 December 2013	CLP 4.5	Valid, registered		
1	0		CLP 4.5	Valid, registered		
2	0		CLP 4.5	Valid, mixed usage		
1	0		CLP 4.5	Valid, registered		
1	0		FPP	Valid, pure base license		
1	0		CLP 4.5	Valid, registered		
1	0		FPP	Valid, registered		

License Records - All Records and Notes

The License Records - All Records report shows all licenses in the License Records workspace and includes any notes.

Columns

- License ID
- Manufacturer
- Product
- Version
- License
- License Metric
- License Model
- License Quantity
- Maint Qty
- Maint Expiry
- Agreement Type
- Status
- Load Status
- Country of Agreement
- Country of Use
- Business Unit
- Environment
- Notes

Reports: License Records - All Records and Notes

Business Unit: Company A Grouped: (Selected unit and everything below) Country of Use: [All Countries] Env

License ID +

Maint Qty	Maint Expiry	Agreement Type	Status	Load Status	Country of Agreement	Country of
1	30 June 2012	FPP	No base license	Valid		United King
0		CLP 4.5	Valid, registered			
0		CLP 4.5	Valid, pure base license			
0		CLP 4.5	Valid, registered			
0		CLP 4.5	Valid, registered			United King
0		CLP 4.5	Valid, registered			United King
0		CLP 4.5	Valid, registered			
0		CLP 4.5	Valid, registered			
0		CLP 4.5	Valid, registered			United King
0		CLP 4.5	Valid, registered			United King
4	31 December 2013	CLP 4.5	Valid, registered			United King
0		CLP 4.5	Valid, registered			
0		CLP 4.5	Valid, mixed usage			
0		CLP 4.5	Valid, registered			
0		FPP	Valid, pure base license			
0		CLP 4.5	Valid, registered			
0		FPP	Valid, registered			

License Records - Purchase History

The License Records - Purchase History report shows the organization's license purchase history. Licenses must have a Purchase Date to be included.

Columns

- License ID
- Manufacturer
- Product
- Version
- License
- License Metric
- License Qty
- Maint Qty
- Agreement Type
- Agreement Number
- Supplier
- Invoice Number
- PO Number
- Cost
- Total Cost
- Currency
- Purchase Date
- Ordered By
- Environment
- Country of Use
- Country of Agreement
- Status
- Notes

Reports: License Records - Purchase History

Ordered By: Company A Grouped: (Selected unit and everything below) Country of Use: [All Countries] Environment:

License ID: +

License ID	Manufacturer	Product	Version	
1056	Adobe	Acrobat	9.0	Maintainance
924	Adobe	Acrobat Pro	10	Acrobat Professional 10.0 WIN AOC
925	Adobe	Acrobat Professional	7.0	Acrobat Professional 7.0 WIN AOC
926	Adobe	Acrobat Professional	8.0	Acrobat Professional 8.0 WIN AOC
885	Adobe	Acrobat Professional	9.0	Acrobat Professional 9.0 WIN AOC
886	Adobe	Acrobat Professional	9.0	Acrobat Professional 9.0 WIN AOC
922	Adobe	Acrobat Professional	9.0	Acrobat Professional 9.0 WIN AOC
923	Adobe	Acrobat Professional	9.0	Acrobat Professional 9.0 WIN AOC
973	Adobe	Acrobat Professional	X	Acrobat Professional 10.0 WIN AOC
887	Adobe	Contribute	CS4	Contribute CS4 WIN AOO Licence
928	Adobe	Illustrator	10.0	Illustrator 10.0 Win32 English AOC
927	Adobe	Illustrator	9.0	Illustrator 9.0 Win32 English AOC
929	Adobe	Photoshop	7.0	Photoshop 7.0 Win32 English AOC
931	Adobe	Photoshop Elements	3.0	Photoshop Elements 3.0 Win 32 F
932	Adobe	Photoshop Elements	4.0	Photoshop Elements 4.0 Win 32 A
930	Adobe	Photoshop Elements	9.0	Photoshop Elements 9.0 Win 32 F

License Records - On Order

The License Records - On Order report shows licenses on order in the whole organization.

Columns

- Manufacturer
- License
- License Metric
- License Qty
- Maint Qty
- License Model
- Supplier
- Cost per License
- Agreement Name
- Agreement Number
- Enrolment Number
- Owner
- Business Unit
- Country of Agreement
- Country of Use
- Environment
- Notes

Reports: License Records - On Order

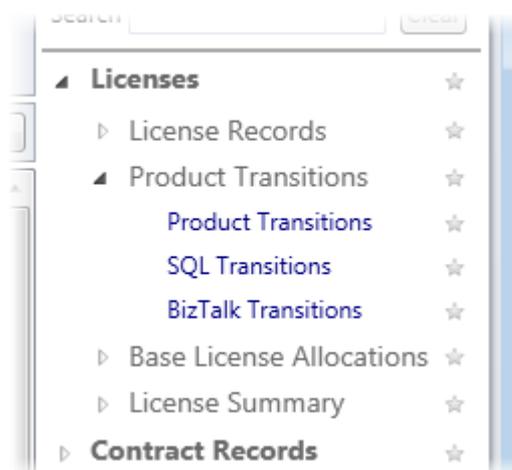
Business Unit: Grouped: (Selected unit and everything below) Country of Use: En

Manufacturer Contains +

Manufacturer	License
IBM	Tivoli Storage Manager Extended Edition 10 Processor Value Units (PVUs) License + SW Subscription & Sup
Microsoft	Access EA 2000 Maint
Microsoft	Access EA 2003 Maint
Microsoft	Access EA 97 Maint
Microsoft	Outlook EA 2003 Maint
Microsoft	Visio Gen EA 2000 w/Maint
Microsoft	Visio Gen EA 2002 w/Main
Microsoft	Visio Gen EA 2003 w/Main
Microsoft	Visio Gen EA 2007 w/Main
Microsoft	OfficeProPlus 2007 SINGL MVL
Microsoft	VStudio .NET Pro 2003 Win32 English MVL
Oracle Corporation	Enterprise Edition 10 Processor Licence + 1Yr Maintenance
Oracle Corporation	Enterprise Edition 10 Processor Licence + 1Yr Maintenance
Oracle Corporation	Enterprise Edition 10 Data Mining Processor Licence + 1Yr Maintenance
Oracle Corporation	Enterprise Edition 8.0 Processor Licence + 1Yr Maintenance
SalesLogix	SalesLogix Mail Client 3.0

Product Transitions

The Product Transitions reports show details of products that have been upgraded due to a change in how they are licensed. Access the Product Transitions reports using the links in the Reports workspace.



Product Transitions - Product Transitions

The Product Transitions - Product Transitions report shows all transitioned products.

Columns

- License ID
- Business Unit
- Environment
- Country Name
- Manufacturer
- Product

Reports: Product Transitions - SQL Transitions

Business Unit: Company A Grouped: (Selected unit and everything below)

Audit Run: Audit 2

Computer Name: Contains + Back Share Search

Computer Name	Machine Type	Machine Serial Number	Number of Processors	Cores per Processor	Total Physical Cores	CPU	SQL Server Edition Installed	Core Factor	Core Lic
xjv-izf8-fie	Host		2			Intel(R) Xeon(R) CPU 5160 @ 3.00GHz		1	
XJV-FDY8-FIE	Virtual						Standard		
YLO-FDY8-GFG	Physical	AUD12802TS	1			Intel(R) Core(TM) i7-2600 CPU @ 3.40GHz	Standard	1	
YLO-IV08-FIE	Physical	AUB926001H	8			Intel(R) Pentium(R) III Xeon processor	Standard	1	
ylo-izf1-fie	Host		2			Intel(R) Xeon(R) CPU E5-2650 0 @ 2.00GHz		1	
YLO-FDY2-FIE	Virtual						Standard		
ylo-izf3-fie	Host		2			Intel(R) Xeon(R) CPU E5345 @ 2.33GHz		1	
YLO-FDY0-QRI	Virtual						Standard		
ujq-izf8-fie	Host		2			Intel(R) Xeon(R)		1	
UJQ-FDY0-FIE	Virtual						Standard		
ylo-izf8-fie	Host		2			Intel(R) Xeon(R)		1	
YLO-FDY3-FIE	Virtual						Standard		
ylo-izf0-fie	Host		2			Intel(R) Xeon(R)		1	
YLO-FDY1-FIE	Virtual						Standard		

Product Transitions - BizTalk Transitions

Product Transitions - BizTalk Transitions report documents all installations of BizTalk and the transitionable value should they be licensed with appropriate BizTalk license with active SA at the transition date

Columns

- Computer Name
- Machine Type
- Machine Serial Number
- Number of Processors
- Cores Per Processor
- Total Physical Cores
- CPU
- BizTalk Server Edition Installed
- Core Factor
- Core Licenses Needed - Enterprise
- Core Licenses Needed - Standard

Reports: Product Transitions - BizTalk Transitions

Business Unit: Company A Grouped: (Selected unit and everything below)

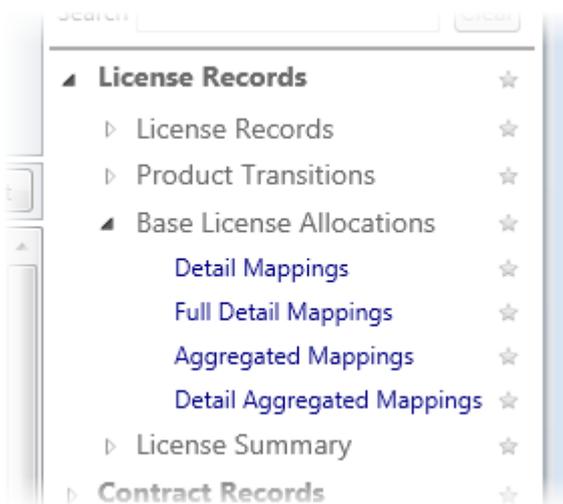
Audit Run: Audit 2

Computer Name: Contains: + Back Share

Computer Name	Machine Type	Machine Serial Number	Number of Processors	Cores per Processor	Total Physical Cores	CPU	BizTalk Server Edition Installed	Core Factor
xjv-izf8-fie	Host		2			Intel(R) Xeon(R) CPU 5160 @ 3.00GHz		1
CRY-EQP0-FIE	Virtual						Standard	
CRY-CV8-FIE	Physical	AUB60800JH	2			Intel(R) Xeon(TM) CPU 3.20GHz	Standard	1
CRY-CV9-FIE	Physical	AUD127086J	4			Intel(R) Xeon(R) CPU E5606 @ 2.13GHz	Standard	1
cry-izf8-fie	Host		2			Intel(R) Xeon(R) CPU 5140 @ 2.33GHz		1
CRY-EQP8-FIE	Virtual						Standard	
CRY-EQP9-FIE	Virtual						Standard	

Base License Allocations

Base License Allocations reports allow you to display, collate and sort Base License Allocation data from the License Records workspace. Access the Base License Allocation reports using the links in the Reports workspace.



Base License Allocations - Detail Mappings

The Base License Allocations - Detail Mappings report shows the allocation of base licenses against upgrade licenses in the License Records workspace.

Columns

- Business Unit
- Country of Use
- Environment
- Base License ID
- Base Manufacturer
- Base Product

- Base Version
- Base License
- Base License Model
- Quantity Allocated
- Upgrade License ID
- Upgrade Manufacturer
- Upgrade Product
- Upgrade Version
- Upgrade License
- Upgrade License Model

Reports: Base License Allocations - Detail Mappings

Business Unit: Grouped: (Selected unit and everything below) Country of Use: Env

Business Unit Contains +

Business Unit	Country of Use	Environment	Base License ID	Base Manufacturer	Base Product	Base Version
Div 1	United Kingdom	Production	732	Microsoft	Office Professional Plus	2007
Div 1	United Kingdom	Production	284	Microsoft	Office SharePoint Designer	Non-specific
Div 1	United Kingdom	Production	186	Microsoft	Office Standard	2000
Div 1	United Kingdom	Production	625	Microsoft	Office Standard	2003
Div 1	United Kingdom	Production	539	Microsoft	Office Standard	97
Div 1	United Kingdom	Production	366	Microsoft	Office Standard	97
Div 1	United Kingdom	Production	540	Microsoft	Office Standard	97
Div 1	United Kingdom	Production	371	Microsoft	Project	98
Div 1	United Kingdom	Production	375	Microsoft	Project	98
Div 1	United Kingdom	Production	478	Microsoft	Project	98
Div 1	United Kingdom	Production	666	Microsoft	Project	98
Div 1	United Kingdom	Production	482	Microsoft	Publisher	2000
Div 1	United Kingdom	Production	370	Microsoft	Publisher	98
Div 1	United Kingdom	Production	370	Microsoft	Publisher	98
Div 1	United Kingdom	Production	536	Microsoft	Publisher	98
Div 1	United Kingdom	Production	652	Microsoft	Windows Server CAL	2000

Base License Allocations - Full Detail Mappings

The Base License Allocations - Full Detail Mappings report that shows Base Licenses against upgrade licenses in the License Records workspace where all Base Licenses have been allocated.

Columns

- Business Unit
- Country of Use
- Environment
- Base License ID
- Base Parent
- Base Department
- Base Manufacturer
- Base Product
- Base Version
- Base License
- Base Metric
- Base License Model
- Base Maintenance Expiry

- Quantity Allocated
- Upgrade License ID
- Upgrade Parent
- Upgrade Department
- Upgrade Manufacturer
- Upgrade Product
- Upgrade Version
- Upgrade License
- Upgrade Metric
- Upgrade License Model
- Update Agreement Start

Reports: Base License Allocations - Full Detail Mappings

Business Unit: Grouped: (Selected unit and everything below) Country of Use: Env

Business Unit Contains +

Business Unit	Country of Use	Environment	Base License ID	Base Parent	Base Department	Base Manufacturer
Div 1	United Kingdom	Production	732	Customer County Council		Microsoft
Div 1	United Kingdom	Production	284	Customer County Council		Microsoft
Div 1	United Kingdom	Production	186	Customer County Council		Microsoft
Div 1	United Kingdom	Production	625	Customer County Council		Microsoft
Div 1	United Kingdom	Production	539	Customer County Council		Microsoft
Div 1	United Kingdom	Production	366	Customer County Council		Microsoft
Div 1	United Kingdom	Production	540	Customer County Council		Microsoft
Div 1	United Kingdom	Production	371	Customer County Council		Microsoft
Div 1	United Kingdom	Production	375	Customer County Council		Microsoft
Div 1	United Kingdom	Production	478	Customer County Council		Microsoft
Div 1	United Kingdom	Production	666	Customer County Council		Microsoft
Div 1	United Kingdom	Production	482	Customer County Council		Microsoft
Div 1	United Kingdom	Production	370	Customer County Council		Microsoft
Div 1	United Kingdom	Production	370	Customer County Council		Microsoft
Div 1	United Kingdom	Production	536	Customer County Council		Microsoft
Div 1	United Kingdom	Production	652	Customer County Council		Microsoft
Div 3		Production	925	Company A	Div 3	Adobe

Base License Allocations - Aggregated Mappings

The Base License Allocations - Aggregated Mappings report shows a simplified summary of your Base License allocation.

Columns

- Business Unit
- Base Manufacturer
- Base Product
- Base Version
- Base Metric
- Base License Model
- Number of Inventory Items
- Total Allocated
- Upgrade Manufacturer
- Upgrade Product
- Upgrade Version
- Upgrade Metric

- Upgrade License Model

Reports: Base License Allocations - Aggregated Mappings

Business Unit: Grouped: (Selected unit and everything below)

Business Unit Contains +

Business Unit	Base Manufacturer	Base Product	Base Version	Base Metric	Base License Model	Num I
Div 1	Microsoft	Office Professional Plus	2007	Device	License With Maintenance	
Div 1	Microsoft	Office SharePoint Designer	Non-specific	Device	License With Maintenance	
Div 1	Microsoft	Office Standard	2000	Device	License Only	
Div 1	Microsoft	Office Standard	2003	Device	License Only	
Div 1	Microsoft	Office Standard	97	Device	License Only	
Div 1	Microsoft	Project	98	Device	License Only	
Div 1	Microsoft	Project	98	Device	License Only	
Div 1	Microsoft	Publisher	2000	Device	License Only	
Div 1	Microsoft	Publisher	98	Device	License Only	
Div 1	Microsoft	Windows Server CAL	2000	CAL	License Only	
Div 3	Adobe	Acrobat Professional	7.0	Device	License Only	
Div 3	Adobe	Illustrator	9.0	Device	License Only	
Div 3	Adobe	Photoshop Elements	3.0	Device	License Only	

Base License Allocations - Detail Aggregated Mappings

The Base License Allocations - Detail Aggregated Mappings report shows the total number of allocated Base Licenses across your organization.

Columns

- Business Unit
- Base Manufacturer
- Base Product
- Base Version
- Base License
- Base Metric
- Base License Model
- Num Inventory Items
- Total Allocated
- Upgrade Manufacturer
- Upgrade Product
- Upgrade Version
- Upgrade License
- Upgrade Metric
- Upgrade License Model

Reports: Base License Allocations - Detail Aggregated Mappings

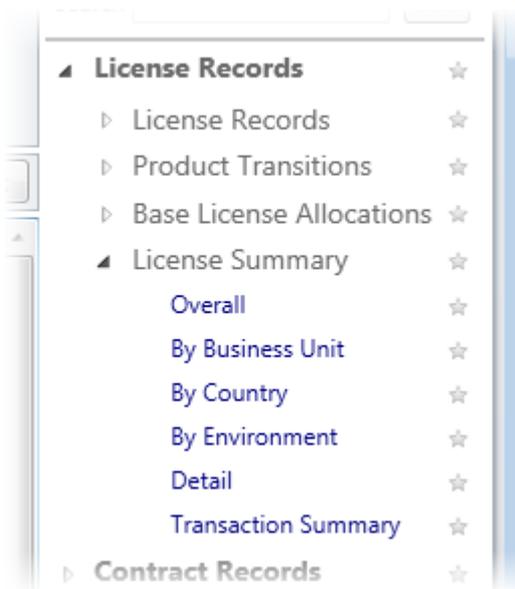
Business Unit: Grouped: (Selected unit and everything below)

Business Unit Contains +

Business Unit	Base Manufacturer	Base Product	Base Version	Base License	
Div 1	Microsoft	Office Professional Plus	2007	OfficeProPlus SINGL LicSAPk MVL	D
Div 1	Microsoft	Office SharePoint Designer	Non-specific	OfficeSharePointDsgnr SINGL LicSAPk MVL	D
Div 1	Microsoft	Office Standard	2000	Office 2000 Win32 English MVL	D
Div 1	Microsoft	Office Standard	2003	Office 2003 Win32 English MVL	D
Div 1	Microsoft	Office Standard	97	Office 97 Win32 English Intl CUP MVL	D
Div 1	Microsoft	Office Standard	97	Office 97 Win32 English Intl MVL	D
Div 1	Microsoft	Project	98	Project 98 Win32 English MVL	D
Div 1	Microsoft	Project	98	Project 98 Win32 English MVL	D
Div 1	Microsoft	Publisher	2000	Publisher 2000 Win32 English MVL	D
Div 1	Microsoft	Publisher	98	Publisher 98 Win32 English Intl MVL	D
Div 1	Microsoft	Windows Server CAL	2000	Windows CAL 2000 English CVUP MVL	C
Div 3	Adobe	Acrobat Professional	7.0	Acrobat Professional 7.0 WIN AOO Licence IE	D
Div 3	Adobe	Illustrator	9.0	Illustrator 9.0 Win32 English AOO Licence	D
Div 3	Adobe	Photoshop Elements	3.0	Photoshop Elements 3.0 Win 32 FPP	D

License Summary

The License Summary reports show license data in a format equivalent to the Microsoft License Statement (MLS) spreadsheet. Access the License Summary reports using the links in the Reports workspace.



License Summary - Overall

The License Summary - Overall report shows license data grouped by product in a format equivalent to the License Summary tab of the Microsoft License Statement (MLS) spreadsheet.

Columns

- Manufacturer
- Product
- Version

- Effective License Quantity
- Upgrade License Quantity
- Upgrade License Quantity (w/Maintenance)
- Active SA Quantity

Reports: License Summary - Overall

Business Unit: Company A Grouped: (Selected unit and everything below)

Manufacturer Contains +

	Manufacturer	Product Pool	Product	Version	Effective License Quantity
⌵	ABBYY		FineReader	10.0	1
⌵	Acorah Software		TaxCalc	2011	1
⌵	Acronis		PXE Server	41.0	1
⌵	Acronis		True Image	10.0	4
⌵	Acronis		True Image	9.7	1
⌵	Actuate		e.Report Designer Professional	8.0	4
⌵	Adersoft		VbsEdit	3.6	2
⌵	Adobe		Acrobat	4.0	357
⌵	Adobe		Acrobat	6.0	1
⌵	Adobe		Acrobat	X	1
⌵	Adobe		Acrobat Distiller	4.0	9
⌵	Adobe		Acrobat Distiller	5.0	1
⌵	Adobe		Acrobat Professional	4.0	6

Click  for drill down options. You can drill-down to;

- License Summary - By Country report.
- License Summary - By Business Unit report.
- License Summary - By Environment report.
- Transaction Summary report.

License Summary - By Business Unit

The License Summary - By Business Unit report shows license data grouped by Business Unit in a format equivalent to the License Summary tab of the Microsoft License Statement (MLS) spreadsheet.

Columns

- Business Unit
- Manufacturer
- Product
- Version
- Effective License Quantity
- Upgrade License Quantity
- Upgrade License Quantity (w/Maintenance)
- Active SA Quantity

Reports: License Summary - By Business Unit

Business Unit: Grouped: (Selected unit and everything below)

Business Unit Contains +

	Business Unit	Manufacturer	Product Pool	Product	Version	Effective
⌵	Company A	Actuate		e.Report Designer Professional	8.0	
⌵	Company A	Adobe		Acrobat Standard	9.0	
⌵	Company A	Altiris		Agent	6.0	
⌵	Company A	Altiris		Audit Plus	6.1	
⌵	Company A	Altiris		Custom Inventory	6.1	
⌵	Company A	Altiris		Inventory Solution	5.5	
⌵	Company A	Altiris		Inventory Solution	6.1	
⌵	Company A	Altiris		Notification Server	6.0	
⌵	Company A	Altiris		Package Server Agent	6.0	
⌵	Company A	Brocade Communications		SAN Health	3.0	
⌵	Company A	Business Objects		Business Objects Enterprise	12.0	
⌵	Company A	Citrix Systems		ICA Client	10.0	

Click  to drill down to the License Summary Detail report.

License Summary - By Country

The License Summary - By Country report shows license data grouped by country in a format equivalent to the License Summary tab of the Microsoft License Statement (MLS) spreadsheet.

Columns

- Country of Usage
- Manufacturer
- Product
- Version
- Effective License Quantity
- Upgrade License Quantity
- Upgrade License Quantity (w/Maintenance)
- Active SA Quantity

Reports: License Summary - By Country

Business Unit: Grouped: (Selected unit and everything below) Country Of Usage:

Country Of Usage Contains +

	Country Of Usage	Manufacturer	Product Pool	Product	Version	Effective License Quantity
⌵		ABBYY		FineReader	10.0	1
⌵		Acorah Software		TaxCalc	2011	1
⌵		Acronis		PXE Server	41.0	1
⌵		Acronis		True Image	10.0	4
⌵		Acronis		True Image	9.7	1
⌵		Actuate		e.Report Designer Professional	8.0	4
⌵		Adersoft		VbsEdit	3.6	2
⌵		Adobe		Acrobat	4.0	357
⌵		Adobe		Acrobat	6.0	1
⌵		Adobe		Acrobat	X	1
⌵		Adobe		Acrobat Distiller	4.0	9
⌵		Adobe		Acrobat Distiller	5.0	1

Click  to drill down to the License Summary Detail report.

License Summary - By Environment

The License Summary - By Environment report shows license data grouped by Environment in a format equivalent to the License Summary tab of the Microsoft License Statement (MLS) spreadsheet.

Columns

- Environment
- Manufacturer
- Product
- Version
- Effective License Quantity
- Upgrade License Quantity
- Upgrade License Quantity (w/Maintenance)
- Active SA Quantity

Reports: License Summary - By Environment

Business Unit: Grouped: (Selected unit and everything below) Environment:

Environment: Contains: +

	Environment	Manufacturer	Product Pool	Product
	Desktop	Microsoft		Desktop Optimization Pack for SA - User
	Desktop	Microsoft		Professional Desktop
	Desktop	Microsoft		Windows
	Desktop	Microsoft		Windows
	Desktop	Microsoft		Windows
	Desktop	Microsoft		Windows
	Desktop	Microsoft		Windows
	IBM Server	IBM		InfoSphere DataStage - Processor Value Units (PVU)
	IBM Server	IBM		Tivoli Storage Manager Extended Edition - Processor Value Units (PVU)
	IBM Server	IBM		WebSphere Application Server Network Deployment - Processor Value Units (PVU)
	Oracle Server	IBM		InfoSphere QualityStage - Processor Value Units (PVU)
	Production	ABBYY		FineReader
	Production	Acorah Software		TaxCalc

Click  to drill down to the License Summary Detail report.

License Summary - Detail

The License Summary - Detail report shows license data with Country of Usage, Business Unit and Environment details, in a format equivalent to the License Summary tab of the Microsoft License Statement (MLS) spreadsheet.

Columns

- Country of Usage
- Business Unit
- Environment
- Manufacturer

- Product
- Version
- License
- Effective License Quantity
- Upgrade License Quantity
- Upgrade License Quantity (w/Maintenance)
- Active SA Quantity

Reports: License Summary - Detail

Business Unit: Grouped: (Selected unit and everything below) Country Of Usage:

Country Of Usage: +

Country Of Usage	Business Unit	Environment	Manufacturer	Product
	Div 1	Production	Citrix Systems	WinFrame Client
	Div 1	Production	Citrix Systems	WinFrame Client
	Div 1	Production	Citrix Systems	WinFrame Client
	Div 1	Production	Microsoft	Office for Mac
	Div 1	Production	Microsoft	Office Premium
	Div 1	Production	Microsoft	Office Professional
	Div 1	Production	Microsoft	Office Professional
	Div 1	Production	Microsoft	Outlook
	Div 1	Production	Microsoft	Project
	Div 1	Production	Microsoft	Visio Professional
	Div 1	Production	Microsoft	Visio Professional
	Div 1	Production	Microsoft	Visio Professional
	Div 1	Production	Microsoft	Visual Studio
	Div 1	Production	Microsoft	Windows Enterprise
	Div 1	Production	Network Associates	McAfee Endpoint Encryption Agent - Concurrent

License Summary - Transaction Summary

The License Summary - Transaction Summary report shows license data by license model and license program in a format equivalent to the Transaction Summary tab of the Microsoft License Statement (MLS) spreadsheet.

Columns

- Country of Usage
- Manufacturer
- Product
- License Version
- License Model
- License Program
- Effective License Quantity
- Upgrade License Quantity
- Upgrade License Quantity (w/Maintenance)

Reports: License Summary - Transaction Summary

Business Unit: Company A Grouped: (Selected unit and everything below) Country Of Usage: [All Countries]

Country Of Usage: Contains: +

License Version	License Model	License Program	Effective License Quantity	Upgrade License Quantity
10	License Only	CLP 4.5	4	0
8.0	Upgrade License	CLP 4.5	3	0
9.0	License Only	CLP 4.5	40	0
9.0	License Only	CLP 4.5	1	0
10.0	Upgrade License	CLP 4.5	1	0
7.0	License Only	CLP 4.5	1	0
4.0	Upgrade License	CLP 4.5	1	0
9.0	License Only	FPP	1	0
4.0	License With Maintenance	CLP 4.5	1	0
	License With Maintenance	Archbus VLS	2	0
	License Only	FPP	5	0
	License With Maintenance	Capita VLS	450	0
12.0	License Only	VLA	100	0
11.0	License Only	VLA	10	0
11.2	License Only	VLA	20	0

Contract Records Reports

Contract Records

Contract Records reports allow you to display, collate and sort data collected in the Contract Records workspace. Access the Contract Records reports using the links in the Reports workspace.



Contract Records - All Records

The Contract Records - All Records report shows all items in the Contract Records workspace.

Columns

- Contract ID
- Manufacturer
- Contract Name
- Contract Number
- PO Number
- Owner
- Review Date
- Start Date
- End Date
- Status

- Days to Review
- Days to Expiry
- Contract Cost
- Cost Per Year
- Currency
- Reseller
- Reseller Contact
- Business Unit

Reports: Contract Records - Register

Business Unit: Grouped: (Selected unit and everything below)

Manufacturer Contains +

Manufacturer	Contract Name	Contract Number	Owner	Review Date	Start Date
Adobe	My Contract			18 February 2013	18 February 2012
Altiris	Altiris Fixed Term Agreement	23432432	Gary Smith	30 September 2011	01 December 2010
Sage Software	Sage Agreement 2011	423525	Paul Hart	01 February 2012	01 March 2011
SalesLogix	SLX Enterprise Agreement	1234-44-4556	Jason Smith	31 December 2011	01 January 2011
SAP	SAP Operations	5454545	Gary Thomas	01 February 2012	01 March 2011

Contract Records - All Records and Notes

The Contract Records - All Records report shows all items in the Contract Records workspace with notes.

Columns

- Contract ID
- Manufacturer
- Contract Name
- Contract Number
- PO Number
- Owner
- Review Date
- Start Date
- End Date
- Status
- Days to Review
- Days to Expiry
- Contract Cost
- Cost Per Year
- Currency
- Reseller
- Reseller Contact
- Business Unit
- Notes

Reports: Contract Records - All Records and Notes

Business Unit: Grouped: (Selected unit and everything below)

Manufacturer Contains +

Contract ID	Manufacturer	Contract Name	Contract Number	PO Number	Owner	Review Date	Status
1	Frontier Software	ELA	2142-242-242	13424	Fred Barrow	Sunday, February 24, 2013	Friday, Apr

Contract Records - Entitlement Summary

The Contract Records - Entitlement Summary report lists product entitlement from contracts held.

Columns

- Manufacturer
- Contract Name
- Contract Number
- Status
- Product
- Version
- Entitlement Qty
- License Metric
- Maint Expiry
- Is Academic

Reports: Contract Records - Entitlement Summary

Business Unit: Grouped: (Selected unit and everything below)

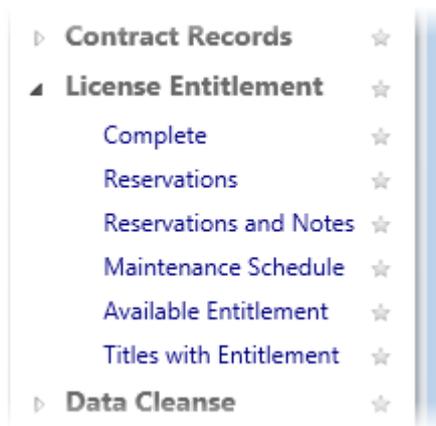
Manufacturer Contains +

Manufacturer	Contract Name	Contract Number	Status	Product	Ver
Altiris	Altiris Fixed Term Agreement	23432432	Active	Agent	7.0
Altiris	Altiris Fixed Term Agreement	23432432	Active	Agent	6.0
Altiris	Altiris Fixed Term Agreement	23432432	Active	Audit Plus	7.0
Altiris	Altiris Fixed Term Agreement	23432432	Active	Carbon Copy	6.0
Altiris	Altiris Fixed Term Agreement	23432432	Active	Client Agent	6.0
Altiris	Altiris Fixed Term Agreement	23432432	Active	Custom Inventory	7.0
Altiris	Altiris Fixed Term Agreement	23432432	Active	Conflict Manager	10
Altiris	Altiris Fixed Term Agreement	23432432	Active	Deployment Solution	6.0
Altiris	Altiris Fixed Term Agreement	23432432	Active	Inventory Solution	7.0
Altiris	Altiris Fixed Term Agreement	23432432	Active	Inventory Solution for MAC	6.0
Altiris	Altiris Fixed Term Agreement	23432432	Active	Local Recovery Pro	6.0
Altiris	Altiris Fixed Term Agreement	23432432	Active	Monitor Solution	7.0
Altiris	Altiris Fixed Term Agreement	23432432	Active	Notification Server	6.0
Altiris	Altiris Fixed Term Agreement	23432432	Active	Package Server Agent	7.0
Altiris	Altiris Fixed Term Agreement	23432432	Active	Recovery Solution	7.0

License Entitlement Reports

License Entitlement

License Entitlement reports allow you to display, collate and sort data relating to the License Entitlement workspace. Access the License Entitlement reports using the links in the Reports workspace.



License Entitlement - Complete

The License Entitlement - Complete report shows license entitlement granted by licenses held and contracts held.

Columns

- Manufacturer
- Product
- Version
- Qualification
- Entitlement Qty
- License Metric
- Allocated Qty
- Reserved Qty
- On Order
- Total Available
- Maint Qty
- Maint Expiry
- Is Contract
- Country of Use
- Environment
- Business Unit

Reports: License Entitlement - Complete

Business Unit: Grouped: (Selected unit and everything below) Country of Use: En

Manufacturer Contains +

License Metric	Allocated Qty	Reserved Qty	On Order	Total Available	Maint Qty	Maint Expiry	Is Contract	C
Device	0	0	0	4	0		0	
Device	0	0	0	0	0		0	
Device	0	0	0	3	0		0	
Device	0	0	0	8	0		0	U
Device	0	0	0	40	0		0	
Device	0	1	0	4	0		0	
Device	2	0	0	2	4	12/31/2013 12:00:00 AM	0	U
Device	1	0	0	0	0		0	
Device	0	0	0	1	0		0	
Device	0	0	0	1	0		0	
Device	0	0	0	0	0		0	
Device	0	0	0	1	0		0	
Device	1	0	0	0	0		0	
Device	1	0	0	0	1	12/31/2013 12:00:00 AM	0	
Site License	1	0	0	4507	0		1	

License Entitlement - Reservations

The License Entitlement - Reservations report shows license entitlement that has been reserved.

Columns

- Manufacturer
- Product
- Version
- Qualification
- License Metric
- Reserved Qty
- Reserved For
- Reserved By
- Reference Number
- Business Unit

Reports: License Entitlement - Reservations

Business Unit: Grouped: (Selected unit and everything below)

Manufacturer Contains +

Manufacturer	Product	Version	Qualification	License Metric	Reserved Qty	Reserved For	Reserved By	R
Adobe	Acrobat Professional	X		Device	1	3KD0K4J	Test Super User	6

License Entitlement - Reservations and Notes

The License Entitlement - Reservations report shows license entitlement that has been reserved with notes.

Columns

- Manufacturer
- Product

- Version
- Qualification
- License Metric
- Reserved Qty
- Reserved For
- Reserved By
- Reference Number
- Business Unit
- Notes

Reports: License Entitlement - Reservations and Notes

Business Unit: Company A Grouped: (Selected unit and everything below)

Manufacturer: Contains: + Back Share

Manufacturer	Product	Version	Qualification	License Metric	Reserved Qty	Date	Reserved For	Reserved
Microsoft	Project	2002		Device	1	Wednesday, March 06, 2013	Sean Robinson	Helen Ca

License Entitlement - Maintenance Schedule

The License Entitlement - Maintenance Schedule report shows licenses that have maintenance agreements and the number of days until the maintenance expires.

Columns

- Manufacturer
- Product
- Version
- Qualification
- License Metric
- Maintenance Qty
- Maintenance Expiry
- Is Contract
- Status
- Days to Expiry
- Business Unit
- License IDs

Reports: License Entitlement - Maintenance Schedule

Business Unit: Grouped: (Selected unit and everything below)

Manufacturer Contains +

Manufacturer	Product	Version	Qualification	License Metric
Adobe	Contribute	CS4		Device
Adobe	Premiere Elements	4.0		Device
Altiris	Wise for Linux	7.0		Device
ARCHIBUS	Archibus Enterprise			User
Capita	Unit-E			User
IBM	Cognos Impromptu Administrator			Authorized User
IBM	Cognos Impromptu Web Reports			Authorized User
IBM	Cognos Impromptu Web Reports (Non- Production)			Processor Value Units
IBM	Cognos Query			Authorized User
IBM	DB2 Content Manager			User Value Unit
IBM	DB2 Content Manager for Linux			User Value Unit
IBM	DB2 Content Manager for Relational Database Connector			DB Connector
IBM	DB2 Express Edition			Virtual Server
IBM	DB2 Personal Edition			Device
IBM	Document Manager			IBM - User Value Unit (UVU)

License Entitlement - Available Entitlement

The License Entitlement - Available Entitlement report shows licenses that are not assigned to installs and are not reserved.

Columns

- Manufacturer
- Product
- Version
- Qualification
- Total Available
- License Metric
- Business Unit
- Country of Use
- Environment

Reports: License Entitlement - Available Entitlement

Business Unit: Grouped: (Selected unit and everything below) Country of Use: E

Manufacturer Contains +

Manufacturer	Product	Version	Qualification	Total Available	License Metric	Business Unit	Country
Adobe	Acrobat Pro	10		4	Device	Div 3	
Adobe	Acrobat Professional	8.0		3	Device	Div 3	
Adobe	Acrobat Professional	9.0		8	Device	Div 1	United K
Adobe	Acrobat Professional	9.0		40	Device	Div 3	
Adobe	Acrobat Professional	X		4	Device	Div 1	
Adobe	Contribute	CS4		2	Device	Div 1	United K
Adobe	Illustrator	9.0		1	Device	Div 3	
Adobe	Photoshop	7.0		1	Device	Div 3	
Adobe	Photoshop Elements	4.0		1	Device	Div 3	
Altiris	Agent	6.2		4507	Site License	Company A	
Altiris	Agent	7.0		4507	Site License	Company A	
Altiris	Audit Plus	7.0		4507	Site License	Company A	
Altiris	Carbon Copy	6.1		4507	Site License	Company A	
Altiris	Client Agent	6.9		4507	Site License	Company A	
Altiris	Conflict Manager	10.0		4507	Site License	Company A	

License Entitlement - Titles with Entitlement

The License Entitlement - Titles with Entitlement report shows a breakdown of products with available license entitlement

Columns

- Manufacturer
- Product
- Version
- Entitlement Qty
- Allocated Qty
- Reserved Qty
- On Order
- Maint Qty
- Earliest Maint Expiry

Reports: License Entitlement - Titles with Entitlement

Business Unit: Company A Grouped: (Selected unit and everything below)

Manufacturer Contains +

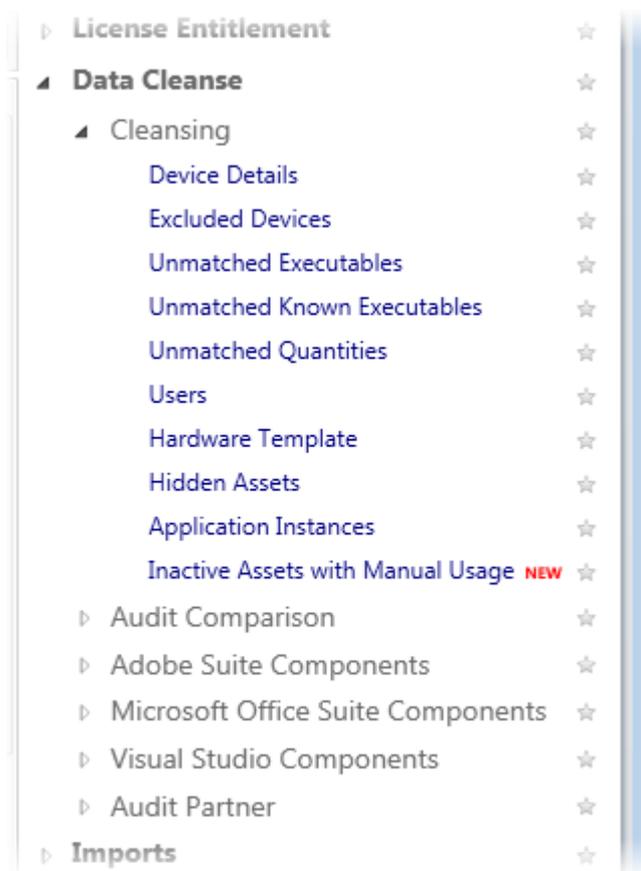
	Manufacturer	Product	Version	Entitlement Qty	Allocated Qty	Reserved Qty	On Order
⌵	ABBYY	FineReader	10.0	1	1	0	0
⌵	Acorah Software	TaxCalc	2011	1	1	0	0
⌵	Acronis	PXE Server	41.0	1	1	0	0
⌵	Acronis	True Image	10.0	4	4	0	0
⌵	Acronis	True Image	9.7	1	1	0	0
⌵	Actuate	e.Report Designer Professional	8.0	4	4	0	0
⌵	Adersoft	VbsEdit	3.6	2	2	0	0
⌵	Adobe	Acrobat	4.0	357	0	0	0
⌵	Adobe	Acrobat	6.0	1	0	0	0
⌵	Adobe	Acrobat	X	1	0	0	0
⌵	Adobe	Acrobat Distiller	4.0	9	0	0	0
⌵	Adobe	Acrobat Distiller	5.0	1	0	0	0
⌵	Adobe	Acrobat Professional	4.0	6	0	0	0

Click  to drill down to the License Entitlement - Complete report.

Data Cleanse Reports

Cleansing

Cleansing reports allow you to display, collate and sort data collected in the Data Cleanse workspace. Access the Data Cleanse reports using the links in the Reports workspace.



Cleansing - Device Details

The Cleansing - Device Details report shows the details of devices discovered in your organization.

Please note; this does not include Oracle application instance devices.

Columns

- Device Name
- Business Unit
- Country of Use
- Environment
- Type
- Class
- Platform
- Data Origin
- Host
- Has Installs
- Is Managed
- Bookmark
- Domain
- OS

- Service Pack
- Total Files
- Unidentified
- First IP
- Make
- Model
- Serial Number
- CPU
- Physical
- Cores
- Threads
- Logical
- CPU Speed
- RAM
- BIOS Date
- OS Mobility
- TS Enabled
- Last User
- Last Seen
- User Spec 1
- User Spec 2
- User Spec 3
- User Spec 4

Reports: Cleansing - Device Details

Business Unit: Company A Grouped: (Selected unit and everything below) Country of Use: [All Countries]

Date: 10/10/2016

Asset Name Contains +

Asset Name	Business Unit	Country of Use	Environment	Type	Class	Platform	Data Origin	Host
131SY4J	Company A		Unspecified	Physical	Unspecified	Non-specific	Discovery	
172	Company A		Unspecified	Physical	Unspecified	Non-specific	Discovery	
1DRBVP1	Company A		Unspecified	Physical	Unspecified	Non-specific	Discovery	
1KD0K4J	Company A		Unspecified	Physical	Unspecified	Non-specific	Discovery	
1LD0K4J	Company A		Unspecified	Physical	Unspecified	Non-specific	Discovery	
1M1S93J	Company A		Unspecified	Physical	Unspecified	Non-specific	Discovery	
1MJSFS1	Company A		Unspecified	Physical	Unspecified	Non-specific	Discovery	
1WC7TL1	Company A		Unspecified	Physical	Unspecified	Non-specific	Discovery	
1Z0RGV1	Company A		Unspecified	Physical	Unspecified	Non-specific	Discovery	
20L0LQ1	Company A		Unspecified	Physical	Unspecified	Non-specific	Discovery	
224FM4J	Company A		Unspecified	Physical	Unspecified	Non-specific	Discovery	
26GSS2J	Company A		Unspecified	Physical	Unspecified	Non-specific	Discovery	
2KD0K4J	Company A		Unspecified	Physical	Unspecified	Non-specific	Discovery	

Cleansing - Excluded Devices

The Cleansing - Excluded Devices report shows the details of devices with their environment marked as excluded. Devices are excluded if they are being decommissioned. This prevents them from being updated in the compliance workspace.

Columns

- Device Name
- Business Unit
- Country of Use
- Environment
- Type
- Class
- Platform
- Host
- Has Installs
- Is Managed
- Bookmark
- Domain
- OS
- Service Pack
- Total Files
- Unidentified
- First IP
- Make
- Model
- Serial Number
- CPU
- Physical
- Cores
- Threads
- Logical
- CPU Speed
- RAM
- BIOS Date
- OS Mobility
- TS Enabled
- Last User
- Last Seen
- User Spec 1
- User Spec 2
- User Spec 3
- User Spec 4

Reports: Cleansing - Excluded Devices by Audit Run

Business Unit: Company A Grouped: (Selected unit and everything below) Country of Use: [All Countries]

Environment: [All Environments]

Audit Run: Audit 1

Device Name Contains + Back Share

	Physical	Cores	Threads	Logical	CPU Speed	RAM	BIOS Date	OS Mobility	TS Enabled	Last User
Processor	1					511.45 MB		<input type="checkbox"/>	<input type="checkbox"/>	9/2
3GHz	1			1		1.00 MB		<input type="checkbox"/>	<input type="checkbox"/>	9/2
3GHz	1			1		1.00 MB		<input type="checkbox"/>	<input type="checkbox"/>	9/2
3GHz	1			1		2.00 MB		<input type="checkbox"/>	<input type="checkbox"/>	9/2
37GHz	2			2		2.00 MB		<input type="checkbox"/>	<input type="checkbox"/>	9/2
3GHz	2			2		8.00 MB		<input type="checkbox"/>	<input type="checkbox"/>	9/2
37GHz	1			1		1.00 MB		<input type="checkbox"/>	<input type="checkbox"/>	9/2
37GHz	1			1		4.00 MB		<input type="checkbox"/>	<input type="checkbox"/>	9/2

Cleansing - Unmatched Executables

The Cleansing - Unmatched Executables report shows details of unmatched .EXE files in the selected Audit Run.

Columns

- Business Unit
- Computer Name
- Path
- Filename
- Size

Reports: Cleansing - Unmatched Executables

Business Unit: Company A Grouped: (Selected unit and everything below)

Audit Run: Audit Run 3

Business Unit Contains +

Business Unit	Computer Name	Path	Filename
Company A	ERFZFFJF001	C:\PROGRAM FILES\HP\NCU\	CPQTEAM.EXE
Company A	ERFZFFJF001	C:\PROGRAM FILES\HP\NCU\	CQNICCMD.EXE
Company A	ERFZFFJF001	C:\Program Files\Common Files\Microsoft Shared\Web Components\11\	DFUICOM.EXE
Company A	ERFZFFJF001	C:\Program Files\Microsoft Office\OFFICE11\	DSSM.EXE
Company A	ERFZFFJF001	C:\Program Files\Microsoft Office\OFFICE11\	EXCELEXE
Company A	ERFZFFJF001	C:\Program Files\Microsoft Office\OFFICE11\	GRAPH.EXE
Company A	ERFZFFJF001	C:\PROGRAM FILES\HP\NCU\	hpnetinfo.exe
Company A	ERFZFFJF001	C:\PROGRAM FILES\HP\NCU\	HpNetSvy.exe
Company A	ERFZFFJF001	C:\Program Files\Microsoft Office\OFFICE11\	MSACCESS.EXE
Company A	ERFZFFJF001	C:\Program Files\Microsoft Office\OFFICE11\1033\	MSOHELP.EXE
Company A	ERFZFFJF001	C:\Program Files\Microsoft Office\OFFICE11\	MSOHTMED.EXE
Company A	ERFZFFJF001	C:\Program Files\Common Files\Microsoft Shared\OFFICE11\	MSOICONS.EXE
Company A	ERFZFFJF001	C:\Program Files\Common Files\Microsoft Shared\OFFICE11\	MSOXMLEX.EXE

Cleansing - Unmatched Known Executables

The Cleansing - Unmatched Known Executables report shows details of unmatched known .EXE files in the selected Audit Run.

Columns

- Business Unit

- Computer Name
- Manufacturer
- Product
- Filename
- Size

Reports: Cleansing - Unmatched Known Executables

Business Unit: Grouped: (Selected unit and everything below)

Audit Run:

Business Unit Contains +

Business Unit	Computer Name	Manufacturer	Product	Filename
Company A	ERFZFFJF001	Hewlett-Packard	Network Configuration Utility	CPQTEAM.EXE
Company A	ERFZFFJF001	Microsoft	Excel	EXCEL.EXE
Company A	ERFZFFJF001	Micrografx	Graph Plus	GRAPH.EXE
Company A	ERFZFFJF001	Hewlett-Packard	Network Survey Utility	HpNetSvy.exe
Company A	ERFZFFJF001	Microsoft	Access	MSACCESS.EXE
Company A	ERFZFFJF001	Microsoft	Office Picture Manager	OIS.EXE
Company A	ERFZFFJF001	Hornbill Systems Limited	Supportworks Helpdesk Client	swcli7.exe
Company A	ERFZFFJF001	Microsoft	Wordpad	wordpad.exe
Company A	ERFZFFJG001	Argentum Corporation	Argentum Backup	AB.EXE
Company A	ERFZFFJG001	Apache Group	Apache HTTP Server	APACHE.EXE
Company A	ERFZFFJG001	Kaspersky Lab	Anti-Virus (AVP)	avp.exe
Company A	ERFZFFJG001	Microsoft	NetMeeting	conf.exe
Company A	ERFZFFJG001	Compaq	Integrated Management Log Viewer	cpqimlv.exe

Cleansing - Unmatched Quantities

The Cleansing - Unmatched Quantities report shows quantities of unmatched .EXE files in the selected Audit Run.

Columns

- Business Unit
- Filename
- Size
- Unmatched Qty

Reports: Cleansing - Unmatched Quantities

Business Unit: Grouped: (Selected unit and everything below)

Audit Run:

Business Unit Contains +

Business Unit	File Name	Size	Unmatched Qty
Company A	\$dachex.EXE	219648	2
Company A	\$dachex.EXE	223232	4
Company A	\$dachex.EXE	229888	1
Company A	\$dachex.EXE	232960	3
Company A	\$dachex.EXE	235520	4
Company A	\$dachex.EXE	237056	4
Company A	\$dachex.EXE	238592	2
Company A	\$dachex.EXE	241152	5
Company A	\$dachex.EXE	244736	1
Company A	\$dadump.EXE	217088	2
Company A	\$dadump.EXE	222208	4
Company A	\$dadump.EXE	228352	1
Company A	\$dadump.EXE	230912	3
Company A	\$dadump.EXE	233984	4

Cleansing - Users

The Cleansing - Users report shows all users on devices with products installed for the user

Columns

- Business Unit
- User Name
- Data Origin
- Has Installs

Reports: Cleansing - Users

Business Unit: Company A Grouped: (Selected unit and everything below)

Date: 10/10/2016 15

Business Unit: Contains +

Business Unit	User Name	Data Origin	Has Installs
Company A	MBD02		<input type="checkbox"/>
Company A	JD09		<input type="checkbox"/>
Company A	GHL10		<input type="checkbox"/>

Cleansing - Hardware Template

The Cleansing - Hardware Template report shows device details for any business unit on a given date

Please note; this does not include Oracle application instance devices.

Columns

- Domain Name
- Device Name
- Operating System
- Device Type
- Service Pack
- IP Address
- Physical or Vertical
- Make
- Model Serial Number
- CPU Name
- Number Physical CPUs
- Number Logical CPUs
- RAM in Bytes
- Last Logged On User
- Last Seen Data
- Environment
- Physical Host
- Business Unit
- Country Of Use
- OS Mobility
- Terminal Server
- Platform
- CPU Speed in MHz
- CPU Cores
- CPU Threads
- BIOS Date
- User Spec 1
- User Spec 2
- User Spec 3
- User Spec 4
- IBM PVU
- Virtualization Type
- Multi Threading Enabled

Reports: Cleansing - Hardware Template

BusinessUnit: Grouped: (Selected unit and everything below)

Date:

DomainName Contains +

DomainName	DeviceName	OperatingSystem	DeviceType	ServicePack	IPAddress	PhysicalOrVirtual	Make
	131SY4J		Unspecified			Physical	
	172		Unspecified			Physical	
	1DRBVP1		Unspecified			Physical	
	1KD0K4J		Unspecified			Physical	
	1LD0K4J		Unspecified			Physical	
	1M1S93J		Unspecified			Physical	
	1MJSFS1		Unspecified			Physical	
	1WC7TL1		Unspecified			Physical	
	1ZORGV1		Unspecified			Physical	
	20L0LQ1		Unspecified			Physical	
	224FM4J		Unspecified			Physical	
	26GSS2J		Unspecified			Physical	
	2K00K4J		Unspecified			Physical	

Cleansing - Hidden Assets

The Cleansing - Hidden Assets report displays all assets that are hidden

Columns

- Asset Name
- Business Unit
- Country Of Use
- Environment Name
- Type
- Class
- Platform
- Host
- Domain
- OS
- Service Pack
- First IP
- Make
- Model
- Serial Number
- Install Source Name
- Decommissioned Date
- Last Imported

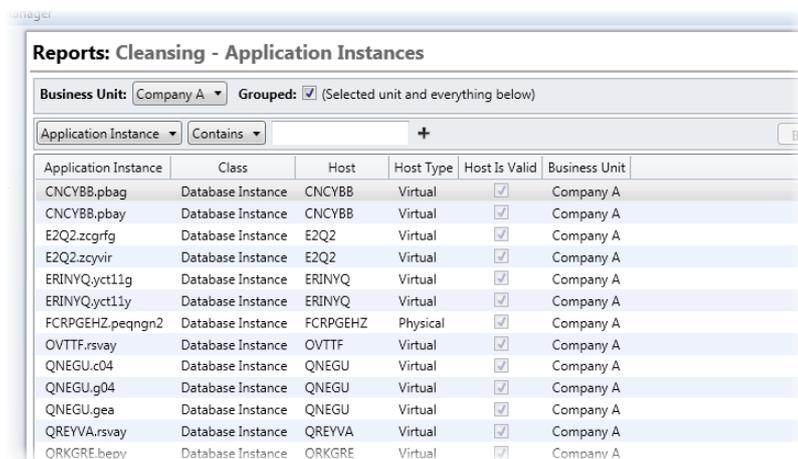


Cleansing - Application Instances

The Cleansing - Application Instances report displays all Oracle application instances for your organization

Columns

- Application Instance
- Class
- Host
- Host Type
- Host Is Valid
- Business Unit



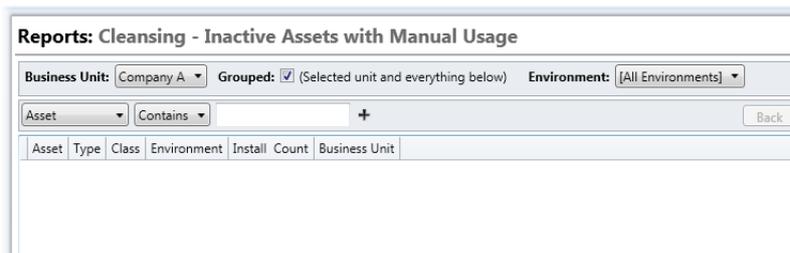
Cleansing - Inactive Assets with Manual Usage

The Cleansing - Inactive Assets with Manual Usage report displays all live devices with no discovered software usage, but with software usage that has been manually mapped from a virtual device or a suite.

These devices may meet the archiving criteria when new install data is imported, if the software usage is not manually mapped

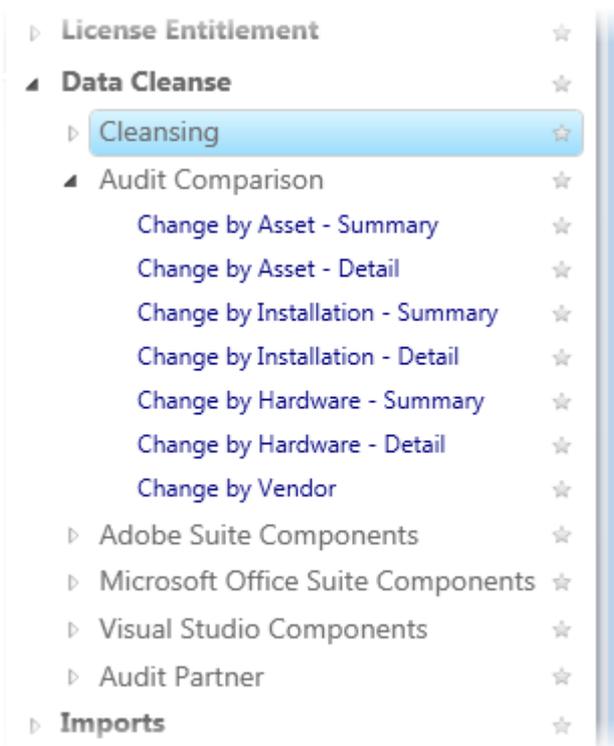
Columns

- Asset
- Type
- Class
- Environment
- Install Count
- Business Unit



Audit Comparison

Audit Comparison reports allow you to display, collate and sort Audit Comparison data in the Data Cleanse workspace. Access the Audit Comparison Reports using the links in the Reports workspace.



Audit Comparison - Change by Asset- Summary

The Audit Comparison - Change by Device - Summary report shows the numbers of devices that have been added or removed between selected dates.

Please note; this does not include Oracle application instance devices.

Columns

- Audit 1 Total
- Audit 2 Total
- Total Change
- Added
- Removed
- Unchanged
- Deployed By
- Country of Use
- Environment

Reports: Audit Comparison - Change by Asset - Summary

Deployed By: Grouped: (Selected unit and everything below) Country of Use: E

Audit Run 1: Audit Run 2:

Audit 1 Total = +

	Audit 1 Total	Audit 2 Total	Total Change	Added	Removed	Unchanged	Deployed By	Country of Use	Environn
⌵	0	1	1	1	0	0	Company A		Productio
⌵	796	796	0	0	0	796	Company A	United Kingdom	Desktop
⌵	9	16	7	7	0	9	Company A	United Kingdom	Productio
⌵	34	34	0	0	0	34	Company A	United Kingdom	Server
⌵	9	9	0	0	0	9	Company A	United Kingdom	Virtual De
⌵	149	149	0	0	0	149	Company A	United Kingdom	Virtual Se
⌵	0	4	4	4	0	0	Div 1		Desktop
⌵	0	50	50	50	0	0	Div 2		ThinClient
⌵	0	1	1	1	0	0	Oracle	United Kingdom	Oracle Ser
⌵	0	10	10	10	0	0	Oracle	United Kingdom	Server
⌵	0	2	2	2	0	0	xiBM	United Kingdom	IBM LPAR

Click ⌵ to drill down to the Audit Comparison - Change by Device - Detail report.

Audit Summary - Change by Asset - Detail

The Audit Comparison - Change by Device - Detail report shows the Devices that have been added or removed between selected dates.

Please note; this does not include Oracle application instance devices.

Columns

- Device Name
- Device Status

- Deployed By
- Country of Use
- Environment columns

Reports: Audit Comparison - Change by Asset - Detail

Deployed By: Grouped: (Selected unit and everything below) Country of Use: E

Audit Run 1:

Audit Run 2:

Asset Name Contains +

Asset Name	Asset Status	Deployed By	Country of Use	Environment
bdp-nspass-prd	Added	Oracle	United Kingdom	Server
Bristol Cluster		Company A	United Kingdom	Production
CC-NZF-CP		Company A	United Kingdom	Desktop
CLAIREBROADCB28	Added	Company A		Production
CRY-CV8-FIE		Company A	United Kingdom	Server
CRY-CV9-FIE		Company A	United Kingdom	Server
CRY-EQP0-FIE		Company A	United Kingdom	Virtual Server
CRY-EQP8-FIE		Company A	United Kingdom	Virtual Server
CRY-EQP9-FIE		Company A	United Kingdom	Virtual Server
CRY-FDY0-QRI		Company A	United Kingdom	Virtual Server
CRY-FDY8-FIE		Company A	United Kingdom	Virtual Server
CRY-FDY9-FIE		Company A	United Kingdom	Virtual Server

Click  to drill down to the Audit Comparison - Change by Installation - Detail report.

Audit Comparison - Change by Installation - Summary

The Audit Comparison - Change by Installation - Summary report shows Products that have been installed or removed from Devices between selected dates.

Columns

- Manufacturer
- Product
- Version
- Audit 1 Total
- Audit 2 Total
- Total Change
- Added
- Removed
- Unchanged
- Deployed By
- Country of Use
- Environment columns

Reports: Audit Comparison - Change by Installation - Summary

Deployed By: Grouped: (Selected unit and everything below) Country of Use: Environment:

Audit Run 1:

Audit Run 2:

Show licensable products only:

Manufacturer: Contains: +

Manufacturer	Product	Version	Audit 1 Total	Audit 2 Total	Total Change	Added	Removed	Unchanged
n	MPEG-4 Configurator	5.0	1	0	-1	0	1	0
Database Software	FlySpeed SQL Query	2.5	1	0	-1	0	1	0
Database Software	FlySpeed SQL Query	2.7	2	0	-2	0	2	0
QL Tools	AdeptSQL Diff	1.9	1	0	-1	0	1	0
QL Tools	AdeptSQL Diff	1.9	1	0	-1	0	1	0
	Acrobat	7.0	1	0	-1	0	1	0
	Acrobat	9.0	12	0	-12	0	12	0
	Acrobat	9.0	40	0	-40	0	40	0
	Acrobat	9.3	9	0	-9	0	9	0
	Acrobat Distiller	7.0	1	0	-1	0	1	0
	Acrobat Distiller	9.0	12	0	-12	0	12	0
	Acrobat Distiller	9.0	40	0	-40	0	40	0

Click  to drill down to the Audit Comparison - Change by Installation - Detail report.

Audit Comparison - Change by Installation - Detail

The Audit Comparison - Change by Installation - Detail report shows the details of Devices and Products that have been installed or removed between selected dates.

Columns

- Device Name
- Manufacturer
- Product
- Version
- Is Licensable
- Device Status
- Product Status
- Deployed By
- Country of Use
- Environment

Reports: Audit Comparison - Change by Installation - Detail

Deployed By: Grouped: (Selected unit and everything below) Country of Use:

Environment:

Audit Run 1:

Audit Run 2:

Show licensable products only:

Device Name Contains +

Device Name	Manufacturer	Product	Version	Is Licensable	Device Status	Product Status
CC-NZF-CP	Altiris	Agent	6.0	<input checked="" type="checkbox"/>	Added	Added
CC-NZF-CP	Altiris	Inventory Solution	5.5	<input checked="" type="checkbox"/>	Added	Added
CC-NZF-CP	Citrix Systems	ICA Client	12.0	<input checked="" type="checkbox"/>	Added	Added
CC-NZF-CP	Citrix Systems	WinFrame Client	12.0	<input checked="" type="checkbox"/>	Added	Added
CC-NZF-CP	Microsoft	Office Professional	2010	<input checked="" type="checkbox"/>	Added	Added
CC-NZF-CP	Microsoft	Windows Enterprise	7	<input checked="" type="checkbox"/>	Added	Added
CC-NZF-CP	Symantec	Enterprise Vault Client	7.5	<input checked="" type="checkbox"/>	Added	Added
CRY-CV8-FIE	Microsoft	Windows Server Standard	2003	<input checked="" type="checkbox"/>	Added	Added
CRY-CV9-FIE	Microsoft	Windows Server Standard	2003	<input checked="" type="checkbox"/>	Added	Added
CRY-EQP0-FIE	Microsoft	Windows Server Standard	2003	<input checked="" type="checkbox"/>	Added	Added
CRY-EQP8-FIE	Microsoft	Windows Server Standard	2003	<input checked="" type="checkbox"/>	Added	Added
CRY-EQP9-FIE	Microsoft	Windows Server Standard	2003	<input checked="" type="checkbox"/>	Added	Added
CRY-FDY0-QRI	Microsoft	SQL Server Standard	2005	<input checked="" type="checkbox"/>	Added	Added
CRY-FDY0-QRI	Microsoft	Windows Server Standard	2003	<input checked="" type="checkbox"/>	Added	Added

Audit Comparison - Change by Hardware - Summary

The Audit Comparison - Change by Hardware - Summary report shows changes made to Devices between selected dates.

Columns

- Device Name
- Audits
- Device Status
- Changes
- First Audit Run
- Last Audit Run

Reports: Audit Comparison - Change by Hardware - Summary

Audit Run 1:

Audit Run 2:

Changes: +

Asset Name Contains +

	Asset Name	Audits	Asset Status	Changes	First Audit Run	Last Audit Run
⌵	CC-NZF-CP	2		7	Audit 1	Audit 2
⌵	FC7713	2		7	Audit 1	Audit 2
⌵	FC7730	2		6	Audit 1	Audit 2

Click ⌵ to drill down to the Audit Comparison - Change by Hardware - Detail report.

Audit Comparison - Change by Hardware - Detail

The Audit Comparison - Change by Hardware - Detail report shows the details of changes made to Devices between selected dates.

Columns

- Device Name
- Audits
- Device Status
- Attribute Name
- Changes
- First Value
- Last Value
- First Audit Run
- Last Audit Run

Reports: Audit Comparison - Change by Hardware - Detail

Audit Run 1:

Audit Run 2:

Device Name:

Audits:

ts	Device Status	Attribute Name	Changes	First Value	Last Value	First Audit
		CPU Name	1	Intel(R) Core(TM)2 Duo CPU P86	Intel(R) Xeon(TM) CPU E5520	Audit 1
		Physical	0	1	1	Audit 1
		Cores	1		1	Audit 1
		Threads	1		2	Audit 1
		Logical	1		2	Audit 1
		CPU Speed	1		2400	Audit 1
		RAM	1	2055487488	2097152	Audit 1

Audit Comparison - Change by Vendor

The Audit Comparison - Change by Vendor report shows the details of Product Vendors that have been installed or removed between selected dates.

Columns

- Manufacturer
- Vendor Status

Reports: Audit Comparison - Change by Vendor

Business Unit: Company A Grouped: (Selected unit and everything below)

Audit Run 1: Audit Run 2

Audit Run 2: Audit Run 3

Show licensable products only:

Manufacturer Contains +

Manufacturer	Vendor Status
3ivx.com	Removed
Active Database Software	Removed
ActiveState Tool Corporation	Removed
Adept SQL Tools	Removed
Adobe	Removed
Ahead Software	Removed
Alloy Software	Removed
Altiris	Removed
ArcSoft	Removed
AT&T	Removed
Avaya	Removed

Adobe Suite Components

Adobe Suite Components reports can be used to identify common deployment scenarios for the organization's Adobe products. Access the pivot reports using the menu in the Reports workspace.

- ▶ License Entitlement ★
- ▲ Data Cleanse ★
 - ▶ Cleansing ★
 - ▶ Audit Comparison ★
 - ▲ Adobe Suite Components ★
 - Overall Summary ★
 - By Business Unit ★
 - Detail ★
 - ▶ Microsoft Office Suite Components ★
 - ▶ Visual Studio Components ★
 - ▶ Audit Partner ★
 - ▶ Software Usage ★

Adobe Suite Components- Overall Summary

The Adobe Suite Components - Overall Summary report shows the number of Adobe Suite Products installed on devices in the organization. The report shows a breakdown of Product versions. It is based on the last completed Audit.

Reports: Adobe Suite Components - Overall Summary

Business Unit: Grouped: (Selected unit and everything below)

Asset Count +

Asset Count	Acrobat	Acrobat Standard	Acrobat Professional	After Effects	Audition	Bridge	Contribute	Device Central
34	X	X						
10	9.0	9.0						
2	X		X					
1	X		X			CS5.1, CS5	CS5, CS5.5	
1	7.0	7.0						
1	9.0		9.0			CS5	CS5	
1	X	X						
1	X	X				CS5.1		
1	X	X				CS5.1, CS5		

Click  to drill down to the Adobe Suite Components - Detail report.

Adobe Suite Components - By Business Unit

The Adobe Suite Components - By Business Unit report shows the number of Adobe Suite Products installed on devices in the organization. The report is broken down by Business Unit and Product versions. It is based on the last completed Audit.

Reports: Adobe Suite Components - By Business Unit

Business Unit Name: Grouped: (Selected unit and everything below)

Business Unit Contains +

Business Unit	Device Count	Acrobat	Acrobat Standard	Acrobat Professional	After Effects	Audition	Bridge	Contribute
Company A\Div 3	39	9.0						
Company A\Div 1	12	9.0						
Company A\Div 3	5	9.3						
Company A\Div 3	1	9.3				CS3		
Company A\Div 3	1	9.3			CS4	CS4	CS4	
Company A\Div 3	1	9.3			CS4	CS4	CS4	
Company A\Div 3	1	9.3, 7.0						
Company A\Div 1	1					CS4, CS3	CS3, CS4	
Company A\Div 3	1	9.0			CS4	1.0, CS4	CS3, CS4	

Adobe Suite Components - Detail

The Adobe Suite Components - Detail report shows the number of Adobe Suite Products installed on devices in the organization. The report is broken down by individual Devices and Product versions. It is based on the last completed Audit.

Reports: Adobe Suite Components - Detail

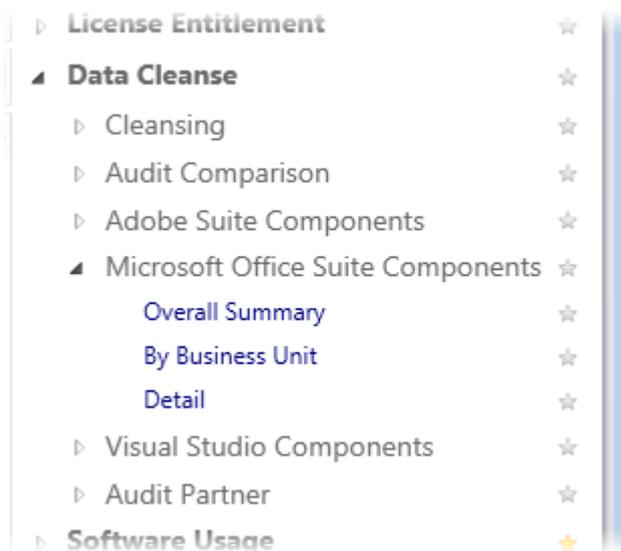
Business Unit PK: Company A Grouped: (Selected unit and everything below)

Business Unit Contains +

Business Unit	Device Name	Acrobat	Acrobat Standard	Acrobat Professional	After Effects	Audition	Bridge	Contribute
Company A\Div 1	1KD0K4J	9.0						
Company A\Div 1	1LD0K4J	9.0						
Company A\Div 1	1QJ5W2J	9.0						
Company A\Div 1	20B493J	9.0						
Company A\Div 1	20N824J	9.0						
Company A\Div 1	224FM4J	9.0						
Company A\Div 1	24ML72J	9.0						
Company A\Div 1	2KD0K4J	9.0						
Company A\Div 1	2Y7333J	9.0						
Company A\Div 1	3KD0K4J	9.0						
Company A\Div 1	3LFTJ3J						CS4, CS3	CS3, CS4

Microsoft Office Suite Components

Microsoft Office Suite Components reports can be used to identify common deployment scenarios for the organization's Microsoft Office products. Access the pivot reports using the menu in the Reports workspace.



Microsoft Office Suite Components - Overall Summary

The Microsoft Office Suite Components - Overall Summary report shows the number of Office Suite Products installed on devices in the organization. The report shows a breakdown of Product versions. It is based on the last completed Audit.

Reports: Microsoft Office Suite Components - Overall Summary

Business Unit: Grouped: (Selected unit and everything below)

Asset Count = +

Asset Count	Access	Business Contact Manager	Excel	Front Page	Groove	Info Path	Lync	Office Communications Ser
793	2010		2010			2010		
4								
2	97, 2010		97, 2010			2010		
2	2010		2010			2010		
1	97, 2010		97, 2010			2010		
1	97, 2003		2003					
1	2000							
1	2003, 2010		2003, 2010			2010		
1	2003, 2010		2003, 2010			2010		

Click  to drill down to the Microsoft Office Suite Components - Detail report.

Microsoft Office Suite Components - By Business Unit

The Microsoft Office Suite Components - By Business Unit report shows the number of Office Suite Products installed on devices in the organization. The report is broken down by Business Unit and Product versions. It is based on the last completed Audit.

Reports: Microsoft Office Suite Components - By Business Unit

Group-ouname: Grouped: (Selected unit and everything below)

Business Unit +

Business Unit	Device Count	Access	Business Contact Manager	Excel	Front Page	Groove	Info Path	Lync	Office
Company A\Div 1	1698	2003		2003			2003		
Company A\Div 2	1433	2003		2003			2003		
Company A\Div 3	711	2003		2003			2003		
Company A\Div 3	65	2007		2007					
Company A\Div 2	40	2000		2000					
Company A\Div 1	33	97, 2003		2003			2003		
Company A\Div 1	33	2000		2000	2000				
Company A\Div 2	30	2000		2000	2000				
Company A\Div 2	25	2000, 2003		2000, 2003	2000		2003		
Company A\Div 1	22	2000, 2003		2000, 2003	2000		2003		

Microsoft Office Suite Components - Detail

The Microsoft Office Suite Components - Detail report shows the number of Office Suite Products installed on devices in the organization. The report is broken down by individual Devices and Product versions. It is based on the last completed Audit.

Reports: Microsoft Office Suite Components - Detail

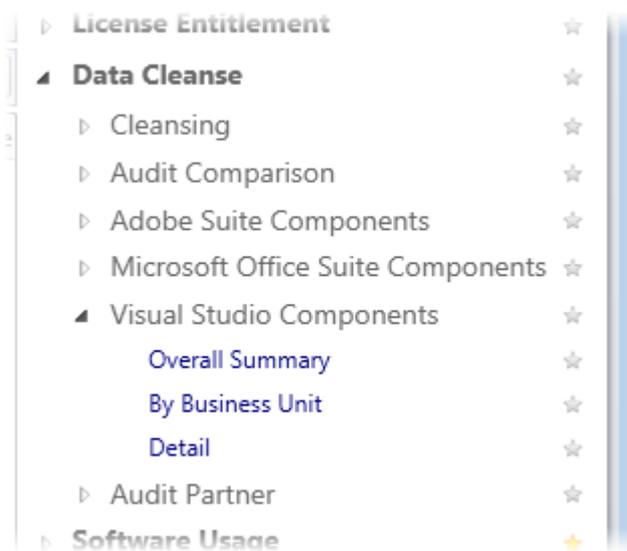
Business Unit PK: Company A Grouped: (Selected unit and everything below)

Business Unit Contains +

Business Unit	Device Name	Access	Business Contact Manager	Excel	Front Page	Groove	Info Path	Lync	Office
Company A\Div 1	1F4RR2J	2007		2007			2007		
Company A\Div 1	1KD0K4J	2007		2007					
Company A\Div 1	1LD0K4J	2007		2007					
Company A\Div 1	1LFTJ3J	2007		2007					
Company A\Div 1	1QJSW2J	2007		2007					
Company A\Div 1	1ZQRR3J	2007		2007					
Company A\Div 1	20B493J	2007		2007					
Company A\Div 1	20NB24J	2007		2007		2007	2007		
Company A\Div 1	224FM4J	2003, 2007		2003, 2007			2003		
Company A\Div 1	24ML72J	2007		2007					

Visual Studio Components

Visual Studio Components reports can be used to identify common deployment scenarios for the organization's Visual Studio products. Access the pivot reports using the menu in the Reports workspace.



Visual Studio Components - Overall Summary

The Visual Studio Components - Overall Summary report shows the number of Visual Studio Products installed on devices in the organization. The report shows a breakdown of Product versions. It is based on the last completed Audit.

Reports: Visual Studio Components - Overall Summary

Business Unit: Grouped: (Selected unit and everything below)

Asset Count +

Asset Count	Visual Basic	Visual Basic .NET	Visual Basic .NET Standard	Visual Basic Enterprise	Visual Basic for Applications	Visual Basic Professional
8						
4	6.0					
3						
1	6.0					
1	6.0					
1						
1						
1						
1						

Click  to drill down to the Visual Studio Components - Detail report.

Visual Studio Components - By Business Unit

The Visual Studio Components - By Business Unit report shows the number of Visual Studio Products installed on devices in the organization. The report is broken down by Business Unit and Product versions. It is based on the last completed Audit.

Reports: Visual Studio Components - By Business Unit

Business Unit Name: Grouped: (Selected unit and everything below)

Business Unit Contains +

Business Unit	Device Count	Visual Basic	Visual Basic .NET	Visual Basic .NET Standard	Visual Basic Enterprise	Visual Basic for Applications
Company A\Div 2	3					
Company A\Div 3	3					
Company A\Div 2	2					
Company A\Div 1	2					
Company A\Div 1	1					
Company A\Div 1	1					
Company A\Div 1	1					

Visual Studio Components - Detail

The Visual Studio Components - Detail report shows the number of Visual Studio Products installed on devices in the organization. The report is broken down by individual Devices and Product versions. It is based on the last completed Audit.

Reports: Visual Studio Components - Detail

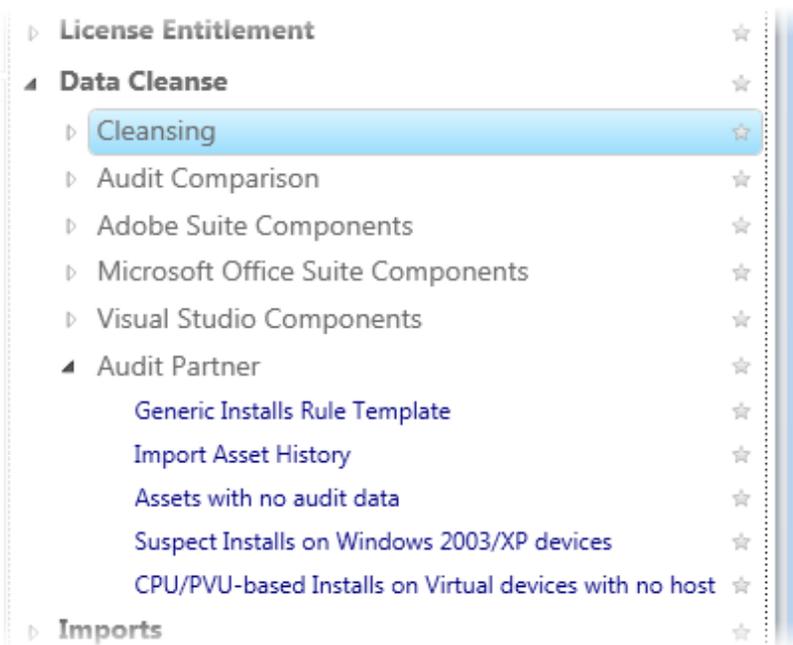
Business Unit PK: Grouped: (Selected unit and everything below)

Business Unit Contains +

Business Unit	Device Name	Visual Basic	Visual Basic .NET	Visual Basic .NET Standard	Visual Basic Enterprise	Visual Basic fr
Company A\Div 1	1F4RR2J					
Company A\Div 3	6QL1K4J					
Company A\Div 3	9HXP43J					
Company A\Div 2	CCC00188	6.0				
Company A\Div 2	CCC01837					
Company A\Div 1	CCC02425	6.0				
Company A\Div 1	CCC02580					

Audit Partner

Audit Partner reports allow you to display, collate and sort data from the Data Cleanse workspace. These reports are often requested by an auditor to determine your compliance position. Access the Audit Partner reports using the links in the Reports workspace.



Audit Partner Generic Installs Rule Template

The Audit Partner Generic Installs Rule Template report shows Generic Products Installed on Devices in the Organization

Please note; this does not include Oracle application instance devices.

Columns

- Manufacturer
- Product
- Version
- Device Name
- Device Tag
- Deployed By
- Country of Use
- Environment

Reports: Audit Partner - Generic Installs Rule Template

Deployed By: Grouped: (Selected unit and everything below)

Show licensable products only:

Manufacturer Contains +

Manufacturer	Product	Version	Device Name	Device Tag	Deployed By
Microsoft	Exchange Server Generic	2003	CONLAP21	<computer name="CONLAP21" />	Div 3
Microsoft	Exchange Server Generic	2003	PSLDC	<computer name="PSLDC" />	Div 2
Microsoft	Exchange Server Generic	2003	PSLEMAIL	<computer name="PSLEMAIL" />	Div 2
Microsoft	SQL Server Generic	2000	AUDLAP101	<computer name="AUDLAP101" />	Div 3
Microsoft	SQL Server Generic	2000	CARDEX	<computer name="CARDEX" />	Div 3
Microsoft	SQL Server Generic	2000	CCC00139	<computer name="CCC00139" />	Div 2
Microsoft	SQL Server Generic	2000	CCC01411	<computer name="CCC01411" />	Div 3
Microsoft	SQL Server Generic	2000	CCC01430	<computer name="CCC01430" />	Div 3
Microsoft	SQL Server Generic	2000	CCC01447	<computer name="CCC01447" />	Div 3
Microsoft	SQL Server Generic	2000	CCC01499	<computer name="CCC01499" />	Div 2
Microsoft	SQL Server Generic	2000	CCC01955	<computer name="CCC01955" />	Div 1
Microsoft	SQL Server Generic	2000	CCC02013	<computer name="CCC02013" />	Div 1
Microsoft	SQL Server Generic	2000	CCC02703	<computer name="CCC02703" />	Div 2
Microsoft	SQL Server Generic	2000	COR1483	<computer name="COR1483" />	Div 2

Audit Partner - Import Asset History

The Audit Partner - Import Asset History report shows the number of devices imported to License Manager.

Columns

- Import Date
- Device Count

Reports: Audit Partner - Audit Run Device History

Audit Date Select a date +

Audit Date	Audit Run Name	Device Count
29 June 2012	Audit Run 3	997
02 November 2011	Audit Run 2	4507

Audit Partner - Devices with no audit data

The Audit Partner - Devices with no audit data report shows devices with no audit data.

Please note; this does not include Oracle application instance devices.

Columns

- Device Name
- OS
- Service Pack
- Class
- Device Type
- Serial Number
- Last Seen Date

Reports: Audit Partner - Devices with no audit data

Audit Run: Audit 1

Device Name Contains

Device Name	OS	Service Pack	Class	Device Type	Serial Number	Last Seen Date
Bristol Cluster				Data Center		
Edinburgh Cluster				Data Center		
Evnygb				Data Center		
Jvat 2				Data Center		
Manchester Cluster				Data Center		
ujq-izf0-fie	VMWare ESXi 4.1.0	(348481)	Server	Physical		
ujq-izf2-fie	VMware ESXi 4.1.0	433742	Server	Physical		9/24/2012 12:00:00 AM
ujq-izf8-fie	VMWare ESXi 4.1.0	(348481)	Server	Physical		
ujq-izf9-fie	VMWare ESXi 4.1.0	(348481)	Server	Physical		
xjv-izf8-fie	VMware ESXi 4.1.0	433742	Server	Physical		9/24/2012 12:00:00 AM
ylo-izf8-fie	VMWare ESXi 4.1.0		Server	Physical		
ylo-izf9-fie	VMWare ESXi 4.1.0	(348481)	Server	Physical		
zry-izf2-fie	VMware ESXi 4.1.0	348481	Server	Physical		9/24/2012 12:00:00 AM
zry-izf3-fie	VMware ESXi 4.1.0	348481	Server	Physical		9/24/2012 12:00:00 AM
zry-izf4-fie	VMware ESXi 4.1.0	348481	Server	Physical		9/24/2012 12:00:00 AM
zry-izf5-fie	VMware ESXi 4.1.0	348481	Server	Physical		9/24/2012 12:00:00 AM

Audit Partner - Suspect Installs on Windows 2003/XP Devices

The Audit Partner - Suspect Installs on Windows 2003/XP Devices report shows products with a processor or core license metric installed on Windows 2003 or XP devices.

Columns

- Asset Name
- Manufacturer
- Product
- Version
- License Metric
- OS
- CPU
- Physical
- Cores
- Threads
- Logical

Reports: Audit Partner - Suspect Installs on Windows 2003/XP devices

Business Unit: Grouped: (Selected unit and everything below)

Audit Run:

Asset Name Contains +

Asset Name	Manufacturer	Product	Version	Licence Metric	OS
CRY-EQP0-FIE	Microsoft	Windows Server Standard	2003	Core	Microsoft Windows Server 2003, SP1
UIQ-FDY8-FIE	Microsoft	SQL Server Standard	2000	Core	Microsoft Windows Server 2003, SP1

Audit Partner - CPU/PVU-based Installs on Virtual Devices with no host

CPU/PVU-based Installs on Virtual Devices with no host report shows products with a physical processor, core or PVU license metric installed on virtual devices with no host.

Columns

- Asset Name
- Manufacturer
- Product
- Version
- License Metric
- CPU
- Physical
- Cores
- Threads
- Logical
- PVU

Reports: Audit Partner - CPU/PVU-based Installs on Virtual devices with no host

Business Unit: Grouped: (Selected unit and everything below)

Audit Run:

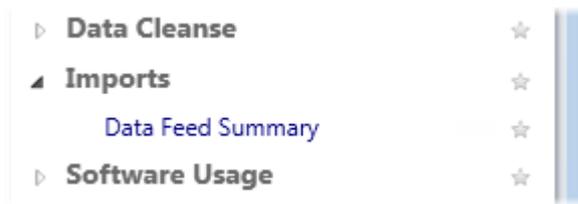
Asset Name Contains +

Asset Name	Manufacturer	Product	Version	Licence Metric	CPU
CRY-EQP0-FIE	Microsoft	BizTalk Server Standard	2010	PVU	Intel(R) Pentium(R) III Xeon processor
CRY-EQP0-FIE	Microsoft	Windows Server Standard	2003	Core	Intel(R) Pentium(R) III Xeon processor

Imports Reports

Imports

Imports reports allow you to display, collate and sort data about the data you have imported in the assets workspace. Access the Imports reports using the links in the Reports workspace.



Data Feed Summary

The Data Feed Summary report shows details associated with each type of data source imported into the assets workspace.

Columns

- Data Feed
- Last Import
- Last Asset Count
- Priority

Reports: Imports - Data Feed Summary

Data Feed ▾ Contains ▾ +

Data Feed	Last Import	Last Asset Count
Active Directory	2/8/2016 11:30:44 PM	2270
Discovery	2/8/2016 11:30:44 PM	1905
Discovery Tool	2/8/2016 11:30:44 PM	2076
Manual	6/1/2015 12:07:34 PM	372
MAP Toolkit	2/8/2016 11:30:44 PM	298
VMware vCenter	2/8/2016 11:30:44 PM	372

Software Usage Reports

Software Inventory

Software Inventory reports allow you to display, collate and sort software installation data from the compliance workspace. Access the Software Inventory reports using the links in the Reports workspace.

▸ Data Cleanse	☆
▾ Software Usage	☆
▾ Software Inventory	☆
Complete	☆
By Asset	☆
Categories	☆
▸ Software Metering	☆
▸ Device	☆
▸ Users	☆
▸ Virtualization	☆
▸ OEM Sampling	☆
▸ Server	☆
▸ Microsoft EA	☆
▸ Audit Partner	☆
▸ Software Usage Items	☆

Software Inventory - Complete

The Software Inventory - Complete report shows all installed software in the organization.

Columns

- Manufacturer
- Product
- Version
- Category
- License Metric
- Usage Qty
- License Qty
- Discovered Metric
- Compliance
- Deployed By
- Managed By
- Country of Use
- Environment
- Status
- Responsibility
- Identified Manually
- Don't Track
- Stage

Reports: Software Inventory - Complete

Business Unit: Grouped: (Selected unit and everything below) Country of Use:

Managed Software Filter:

Manufacturer Contains +

	Manufacturer	Product	Version	Category	License Metric	Usage Qty	License Qty	Discov
⌵	ABBYY	FineReader	10.0		Device	1	1	Devis
⌵	Acorah Software	TaxCalc	2011		Device	1	1	Devis
⌵	Acronis	Backup & Recovery Console	10.0			4	0	Devis
⌵	Acronis	PXE Server	41.0		Device	1	1	Devis
⌵	Acronis	True Image	10.0		Device	4	4	Devis
⌵	Acronis	True Image	9.7		Device	1	1	Devis
⌵	Actuate	e.Report Designer Professional	8.0		Device	1	1	Devis
⌵	Actuate	e.Report Designer Professional	8.0		Device	2	2	Devis
⌵	Actuate	e.Report Designer Professional	8.0		Device	1	1	Devis
⌵	Adersoft	VbsEdit	3.6		Device	1	1	Devis
⌵	Adersoft	VbsEdit	3.6		Device	1	1	Devis

Click  to drill down to the Software Inventory - by Device report.

Software Inventory - by Device

The Software Inventory by Asset report shows installed software on all Devices in the organization.

Columns

- Device Name
- Manufacturer
- Product
- Version
- Is Licensable
- Category
- Status
- Don't Track
- Deployed By
- Managed By
- Country of Use
- Environment
- Responsible
- Install Type

Reports: Software Inventory - By Device

Business Unit: Grouped: (Selected unit and everything below) Country of Use: Er

Device Name Contains +

Device Name	Manufacturer	Product	Version	Is Licensable	Category	Status
1F4RR2J	Adept SQL Tools	AdeptSQL Diff	1.9	<input checked="" type="checkbox"/>		Rejected
1F4RR2J	Ahead Software	Nero Burning ROM	9.2	<input checked="" type="checkbox"/>		Accepted
1F4RR2J	Altiris	Agent	7.0	<input checked="" type="checkbox"/>		Accepted
1F4RR2J	Altiris	Inventory Solution	5.5	<input checked="" type="checkbox"/>		Accepted
1F4RR2J	Altiris	Software Delivery Agent	7.0	<input checked="" type="checkbox"/>		Accepted
1F4RR2J	Altiris	WMI Provider Agent	7.0	<input checked="" type="checkbox"/>		Accepted
1F4RR2J	Axosoft	OnTime	2010	<input checked="" type="checkbox"/>		Accepted
1F4RR2J	Citrix Systems	WinFrame Client	11.2	<input checked="" type="checkbox"/>		Accepted
1F4RR2J	Licence Dashboard Ltd	App Meter Agent	1.0	<input checked="" type="checkbox"/>		Accepted
1F4RR2J	Licence Dashboard Ltd	Audit Cleanse	2.1	<input checked="" type="checkbox"/>		Accepted
1F4RR2J	Licence Dashboard Ltd	Dashboard Discovery Agent	1.5	<input checked="" type="checkbox"/>		Accepted
1F4RR2J	Licence Dashboard Ltd	Dashboard Discovery Agentless Scanner	1.0	<input checked="" type="checkbox"/>		Accepted
1F4RR2J	Licence Dashboard Ltd	Licence Dashboard	4	<input checked="" type="checkbox"/>		Accepted
1F4RR2J	Microsoft	Office Professional	2007	<input checked="" type="checkbox"/>		New
1F4RR2J	Microsoft	Project	2007	<input checked="" type="checkbox"/>		Accepted

Software Inventory - Categories

The Software Inventory Categories report shows the categories for installed software in the organization.

Columns

- Category
- Usage Quantity

Reports: Software Inventory - Categories

Business Unit: Grouped: (Selected unit and everything below)

Managed Software Filter:

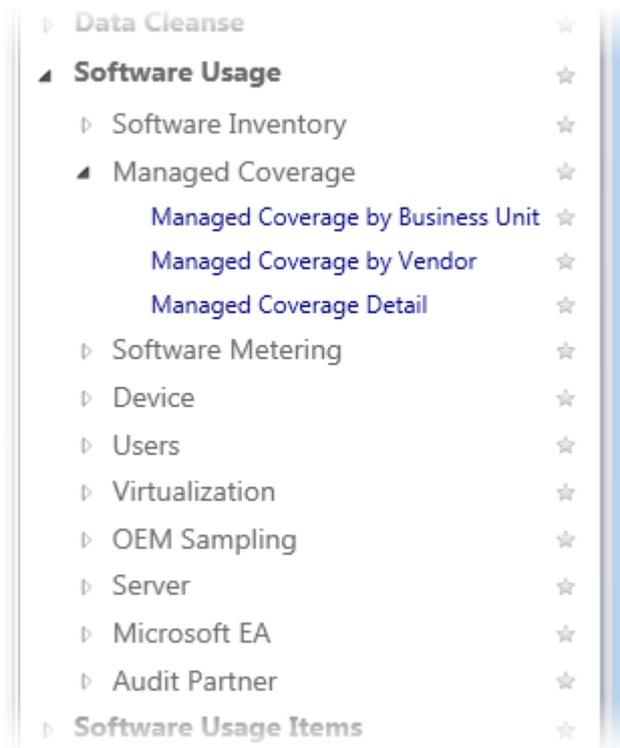
Category Contains +

Category	Usage Qty
⌵	16928
⌵ Blacklist	17

Click  to drill down to the Software Inventory - Complete report.

Managed Coverage

Managed Coverage reports allow you to display, collate and sort software installation data for managed software in the compliance workspace. Access the Managed Coverage reports using the links in the Reports workspace.



Managed Coverage by Business Unit

The Managed Coverage by Business Unit report shows a summary of managed software usage broken down by business unit

Columns

- Business Unit
- Managed Installs
- Installs
- Install Coverage

Reports: Managed Coverage - Managed Coverage by Business Unit

OUPK: Company A Grouped: (Selected unit and everything below)

Business Unit Contains +

Business Unit	Managed Installs	Installs	Install Coverage
Company A	599	656	91.3 %
Company A\Div 1	6163	6163	100.0 %
Company A\Div 2	1770	1770	100.0 %
Company A\Div 3	1417	1417	100.0 %
Company A\Oracle	219	219	100.0 %
Company A\IBM	6720	6720	100.0 %

Click  to drill down to the Managed Coverage Detail report.

Managed Coverage by Vendor

The Managed Coverage by Business Unit report shows a summary of managed software usage broken down by vendor

Columns

- Vendor
- Installs
- Managed Installs
- Install Coverage

Reports: Managed Coverage - Managed Coverage by Vendor

Business Unit: Grouped: (Selected unit and everything below)

Vendor Contains +

Vendor	Installs	Managed Installs	Install Coverage
IBM	6720	6720	100.0 %
Altiris	3981	3981	100.0 %
Citrix Systems	1612	1612	100.0 %
Symantec	1175	1175	100.0 %
Oracle Corporation	252	252	100.0 %
Juniper Networks	230	230	100.0 %
Professional Advantage	202	202	100.0 %
Open Text Corporation	174	174	100.0 %
Rockwell Software	168	168	100.0 %
Intuitive Systems Inc.	97	97	100.0 %
Lasata Software	87	87	100.0 %
Adobe	78	78	100.0 %
Irfan Skiljan	59	59	100.0 %

Click  to drill down to the Managed Coverage Detail report.

Managed Coverage Detail

The Managed Coverage Detail report shows a summary of managed software usage

Columns

- Business Unit
- Vendor
- Installs
- Managed Installs
- Install Coverage

Reports: Managed Coverage - Managed Coverage Detail

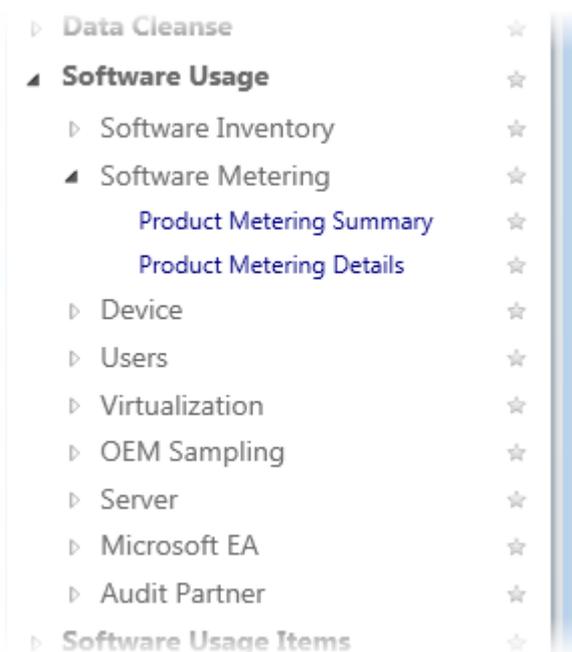
OUPK: Company A Grouped: (Selected unit and everything below)

Vendor Contains +

Business Unit	Vendor	Installs	Managed Installs	Install Coverage
Company A	Actuate	3	3	100.0 %
Company A	Adobe	1	1	100.0 %
Company A	Altiris	151	151	100.0 %
Company A	Brocade Communications	1	1	100.0 %
Company A	Business Objects	1	1	100.0 %
Company A	Citrix Systems	20	20	100.0 %
Company A	Famatech LLC	6	6	100.0 %
Company A	Foundstone Inc	2	2	100.0 %
Company A	Hewlett-Packard	23	23	100.0 %
Company A	InstallShield Corporation	2	2	100.0 %
Company A	Intuitive Systems Inc.	4	4	100.0 %
Company A	Lasata Software	3	3	100.0 %
Company A	Microsoft	326	269	82.5 %
Company A	Nessoft	1	1	100.0 %
Company A	Open Text Corporation	4	4	100.0 %

Software Metering

The Software Metering reports section contains metered product Reports. Access the Software Metering reports using the links in the Reports workspace.



Software Metering - Product Metering Summary

The Software Metering - Product Metering Summary report shows a summary of usage details of all Products in an organization.

Columns

- Business Unit
- Manufacturer

- Product
- Version
- Install Type
- Avg Last Usage
- Avg Usage Count
- Total
- Over 90 Days
- Within 90 Days
- Within 60 Days
- Within 30 Days
- Within 7 Days

Reports: Software Metering - Product Metering Summary

Business Unit: Grouped: (Selected unit and everything below)

Business Unit Contains +

r	Product	Version	Install Type	Avg Last Usage	Avg Usage Count	Total	Over 90 days	Within 90 days
	Office Basic	2003	Suite	120		1	100.0 %	0.0 %
	Office Basic	2007	Suite	120		1	100.0 %	0.0 %
	Office Communicator	2007 R2	Product	120		2	100.0 %	0.0 %
	Office Enterprise	2007	Suite	120		1	100.0 %	0.0 %
	Office Premium	2000	Suite	120		73	100.0 %	0.0 %
	Office Professional	2000	Suite	120		56	100.0 %	0.0 %
	Office Professional	2003	Suite	120		1503	100.0 %	0.0 %
	Office Standard	2000	Suite	120		26	100.0 %	0.0 %
	OneNote	2007	Component	415	73	1	100.0 %	0.0 %
	Outlook	2000	Component	420	75	166	100.0 %	0.0 %
	Outlook	2003	Product	408	76	21	100.0 %	0.0 %
	Outlook	2003	Component	416	76	1800	100.0 %	0.0 %
	Outlook	2007	Product	421	72	2	100.0 %	0.0 %
	Outlook	2007	Component	416	91	1	100.0 %	0.0 %
	PowerPoint	2000	Component	357	18	167	100.0 %	0.0 %

Software Metering - Product Metering Details

The Software Metering - Product Metering Details report shows Product usage details on all Devices in an organization.

Columns

- Business Unit
- Install Type
- Device Name
- Manufacturer
- Product
- Version
- Last Used Date
- Last Used Days
- Usage Count
- Usage Time
- Last User

Reports: Software Metering - Product Metering Details

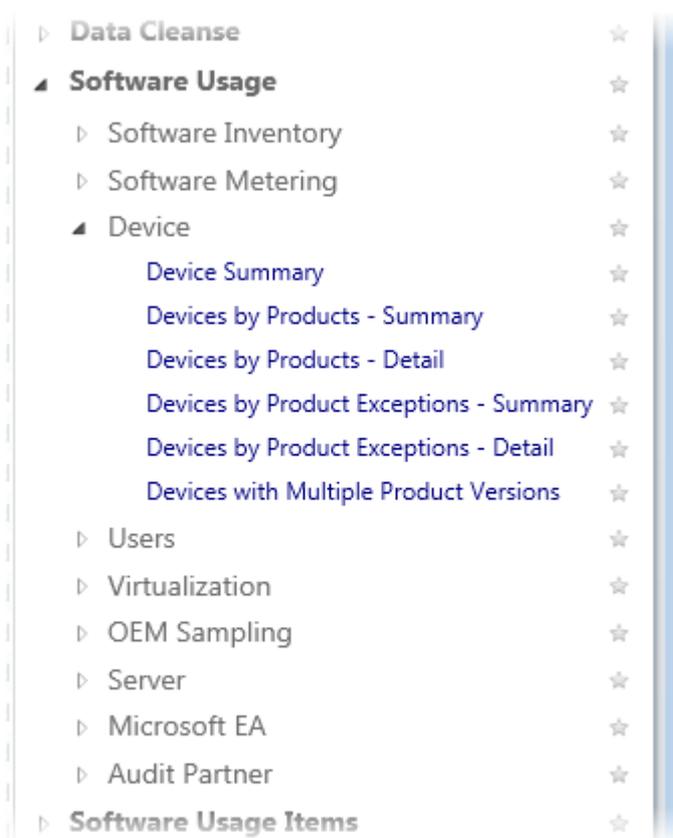
Business Unit: Company A Grouped: (Selected unit and everything below)

Business Unit: Contains: +

Device Name	Manufacturer	Product	Version	Last Used Date	Last Used Days	Us
20B493J	SalesLogix	SalesLogix Mail Client	3.0			
20B493J	Symantec	Enterprise Vault Client	7.5			
20NB24J	Adobe	Acrobat	9.0	02/10/2011 10:30:25	444	
20NB24J	Adobe	Acrobat Distiller	9.0			
20NB24J	Adobe	Acrobat Elements	9.0	27/09/2011 11:25:28	449	
20NB24J	Adobe	Designer	8.2	29/10/2011 09:49:09	417	
20NB24J	Google	Earth	5.1			
20NB24J	Licence Dashboard Ltd	Dashboard Discovery Agent	1.5			
ent 20NB24J	Microsoft	Access	2007	24/09/2011 14:07:09	452	
ent 20NB24J	Microsoft	Excel	2007	03/09/2011 14:18:01	473	
ent 20NB24J	Microsoft	Excel	2007	16/10/2011 18:25:09	430	
ent 20NB24J	Microsoft	Groove	2007			
ent 20NB24J	Microsoft	InfoPath	2007	28/10/2011 10:12:16	418	
ent 20NB24J	Microsoft	Office Enterprise	2007			
ent 20NB24J	Microsoft	OneNote	2007			

Device Reports

Device reports allow you to display, collate and sort Device data in the Data Cleanse workspace. Access the Device Reports using the links in the Reports workspace.



Device - Device Summary

The Device - Device Summary report displays the number of devices in each area of an organization.

Columns

- Country of Use
- Business Unit
- Environment
- Device Type
- Virt/Phys
- OS
- Count

Reports: Device - Device Summary

Business Unit: Grouped: (Selected unit and everything below) Country of Use: Audit Run:

Business Unit: Contains: +

	Business Unit	Country of Use	Environment	Type	Class	Platform	
⌵	Company A		Production	Physical	Unspecified	Non-specific	
⌵	Company A	United Kingdom	Data Center	Data Center	Unspecified	Non-specific	
⌵	Company A	United Kingdom	Production	Data Center	Unspecified	Non-specific	
⌵	Company A	United Kingdom	Production	Physical	Server	Non-specific	VMware ESXi 4.1.0
⌵	Company A	United Kingdom	Server	Physical	Server	Non-specific	Microsoft Windows 20
⌵	Company A	United Kingdom	Server	Physical	Server	Non-specific	Microsoft Windows 20
⌵	Company A	United Kingdom	Server	Physical	Server	Non-specific	Microsoft Windows Se
⌵	Company A	United Kingdom	Server	Physical	Server	Non-specific	Microsoft Windows Se
⌵	Company A	United Kingdom	Server	Physical	Server	Non-specific	Microsoft Windows Se
⌵	Company A	United Kingdom	Server	Physical	Server	Non-specific	VMware ESXi 4.1.0
⌵	Company A	United Kingdom	Virtual Desktop	Virtual	Workstation	Non-specific	Microsoft Windows 7 E
⌵	Company A	United Kingdom	Virtual Server	Data Center	Unspecified	Non-specific	

Click ⌵ to drill down to the Device - Device Details report.

Device - Devices by Products - Summary

The Device - Devices by Products - Summary report allows you to search for Products to show the number of devices they are installed on.

Columns

- Products
- Device Count

Reports: Device - Devices by Products - Summary

Business Unit: Grouped: (Selected unit and everything below)

Date:

Manufacturer:

Included Products:

Match all included products:

Excluded Products:

Match all excluded products:

Products Contains

Products	Asset Count
Microsoft Access 2003 (P), Microsoft Access 2010 (P)	1
Microsoft Access 2003 (P), Microsoft Access 2013 (P)	1
Microsoft Access 2000 (P)	1
Microsoft Access 2010 (P), Microsoft Access 2016 (P)	1
Microsoft Access 97 (P)	2
Microsoft Access 2010 (P), Microsoft Access 2013 (P)	3
Microsoft Access 2007 (P)	5

The Manufacturer field allows you to filter the report by manufacturer. The Match all products tick box allows you to only display devices that contain all of the products in the search.

Click  to drill down to the Device - Devices by Products - Detail report.

Device - Devices by Products - Detail

The Device - Devices by Products - Detail report allows you to search for Products and display the details of the devices they are installed on.

Columns

- Device Name
- Products
- Match Count
- Environment
- Class
- Platform
- Domain
- OS
- Service Pack
- Virt/Phys
- Physical Host
- Make
- Model
- Serial Number
- CPU
- Physical
- Cores
- Threads
- Logical

- CPU Speed
- RAM
- BIOS Date
- First IP
- Last User
- Last Seen
- Deployed By
- Country of Use
- User Spec 1
- User Spec 2
- User Spec 3
- User Spec 4

Reports: Device - Devices by Products - Detail

Deployed By: Grouped: (Selected unit and everything below) Country of Use:

Date:

Manufacturer:

Included Products:

Match all included products:

Excluded Products:

Match all excluded products:

Asset Name Contains

Asset Name	Products	Match Count	Environment	Class	Platform
131SY4J	Microsoft Access 2010 (P)	1	Unspecified	Unspecified	Non-spe
1DRBVP1	Microsoft Access 2010 (P), Microsoft Access 2013 (P)	1	Unspecified	Unspecified	Non-spe
1KD0K4J	Microsoft Access 2010 (P)	1	Unspecified	Unspecified	Non-spe
1LD0K4J	Microsoft Access 2010 (P)	1	Unspecified	Unspecified	Non-spe
1M1S93J	Microsoft Access 2013 (P)	1	Unspecified	Unspecified	Non-spe
1MJSFS1	Microsoft Access 2013 (P)	1	Unspecified	Unspecified	Non-spe
1WC7TL1	Microsoft Access 2010 (P)	1	Unspecified	Unspecified	Non-spe
1Z0RGV1	Microsoft Access 2013 (P)	1	Unspecified	Unspecified	Non-spe
20L0LQ1	Microsoft Access 2013 (P)	1	Unspecified	Unspecified	Non-spe
224FM4J	Microsoft Access 2013 (P)	1	Unspecified	Unspecified	Non-spe

The Manufacturer field allows you to filter the report by manufacturer. The Match all products tick box allows you to only display devices that contain all of the products in the search.

Devices - Devices by Product Exceptions - Summary

The Devices - Devices by Product Exceptions - Summary report shows the number of devices where a product is not installed.

Columns

- Device Count

Reports: Device - Devices by Product Exceptions - Summary

Business Unit: Grouped: (Selected unit and everything below)

Date:

Manufacturer:

Products:

Match all products:

Asset Count

Asset Count
3189

Click  to drill down to the Device - Devices by Product Exceptions - Detail report.

Devices - Devices by Product Exceptions - Detail

The Devices - Devices by Product Exceptions - Detail report shows device details for devices with product exceptions.

Columns

- Device Name
- Environment
- Class
- Platform
- Domain
- OS
- Service Pack
- Virt / Phys
- Physical Host
- Make
- Model
- Serial Number
- CPU
- Physical
- Cores
- Threads
- Logical
- CPU Speed
- RAM
- BIOS Date
- First IP
- Last User
- Last Seen
- Deployed By
- Country of Use

- User Spec 1
- User Spec 2
- User Spec 3
- User Spec 4

Reports: Device - Devices by Product Exceptions - Detail

Deployed By: Grouped: (Selected unit and everything below) Country of Use:

Date:

Manufacturer:

Products: ✕ +

Match all products:

Asset Name Contains +

Asset Name	Environment	Class	Platform	Domain	OS	Service Pack	Virt / Phys	Physical Host	Make
131SY4J	Unspecified	Unspecified	Non-specific				Physical		
172	Unspecified	Unspecified	Non-specific				Physical		
1DRBVP1	Unspecified	Unspecified	Non-specific				Physical		
1KD0K4J	Unspecified	Unspecified	Non-specific				Physical		
1LD0K4J	Unspecified	Unspecified	Non-specific				Physical		
1M1S93J	Unspecified	Unspecified	Non-specific				Physical		
1MJSFS1	Unspecified	Unspecified	Non-specific				Physical		
1WC7TL1	Unspecified	Unspecified	Non-specific				Physical		
1Z0RGV1	Unspecified	Unspecified	Non-specific				Physical		
20L0LQ1	Unspecified	Unspecified	Non-specific				Physical		

Devices - Devices with Multiple Product Versions

The Device - Devices with Multiple Product Versions report shows devices that have more than one version of any software product installed.

Columns

- Device Name
- Manufacturer
- Product
- Version Count
- Deployed By
- Country of Use
- Environment

Reports: Device - Devices with Multiple Product Versions

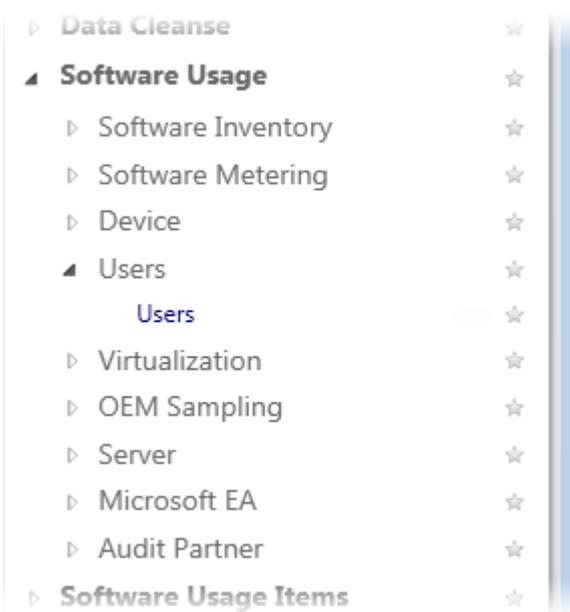
Deployed By: Grouped: (Selected unit and everything below) Country of Use:
 Show licensable products only:

Device Name Contains

Device Name	Manufacturer	Product	Version Count	Deployed By	Country of Use	Environment
1F4RR2J	Microsoft	SQL Server Generic	2	Div 1		Production
1QJSW2J	Citrix Systems	WinFrame Client	2	Div 1		Production
224FM4J	Microsoft	Access	2	Div 1		Production
224FM4J	Microsoft	Excel	2	Div 1		Production
224FM4J	Microsoft	Office Professional	2	Div 1		Production
224FM4J	Microsoft	Outlook	2	Div 1		Production
224FM4J	Microsoft	PowerPoint	2	Div 1		Production
224FM4J	Microsoft	Publisher	2	Div 1		Production
224FM4J	Microsoft	Word	2	Div 1		Production
30B7H0J	Altiris	Inventory Solution	2	Div 1		Production
3LFTJ3J	Adobe	Contribute	2	Div 1		Production
61NCMJJ	Altiris	Inventory Solution	2	Div 3		Production
AUDLAP101	Adobe	Acrobat	2	Div 3		Production
AUDLAP101	Adobe	Acrobat Distiller	2	Div 3		Production

Users

The Users reports contains reports about users of Software Usage Items. Access the Users reports using the links in the Reports workspace.



Users - Users

The Users - Users report shows all users with software usage items allocated to them.

Columns

- Business Unit
- User Name
- Data Origin
- Software Usage Items

Reports: Users - Users

Business Unit: Company A Grouped: (Selected unit and everything below)

Date: 10/10/2016 15

Business Unit Contains +

Business Unit	User Name	Data Origin	Software Usage Items
Company A	MBD02		0
Company A	JD09		0
Company A	GHL10		0

Click  to drill down to the [Software Usage Items - Software Usage Items report](#).

Virtualization

Virtualization reports allow you to display, collate and sort data relating to your organization's Virtual servers. Access the Virtualization reports using the menu in the Reports workspace.

- ▶ Imports ☆
- ▲ **Software Usage** ☆
 - ▶ Software Inventory ☆
 - ▶ Managed Coverage ☆
 - ▶ Software Metering ☆
 - ▶ Device ☆
 - ▶ Users ☆
 - ▲ **Virtualization** ☆
 - Virtual-to-Physical Device Relationships ☆
 - Host to Guest Software Mapping Detail ☆
 - Unmapped Guest Software Usage ☆
 - Host License Assignments with Unmapped Guest Usage ☆
 - Host License Assignments with Surplus Guest Allowance ☆
 - Most Utilised Host License Assignments NEW ☆
 - DRA Exclusions ☆
 - Host Device Details ☆
 - Master Server Template - Virtual Machines ☆
 - ▶ OEM Sampling ☆
 - ▶ Server ☆
 - ▶ Microsoft EA ☆
 - ▶ Audit Partner ☆
 - ▶ Software Management ☆
- ▶ **Software Usage Items** ☆

Virtualization - Virtual-to-Physical Device Relationships

The Virtualization - Virtual-to-Physical Device Relationships report shows the details of the organization's virtual machines and their physical hosts.

Columns

- Virt. Device Name
- Virt. Environment
- Virt. Device Type
- Virt. Domain
- Virt. OS
- Virt. Service Pack
- Virt. Make
- Virt Model
- Phys. Name
- Phys. Environment
- Phys. Device Type
- Phys. Domain
- Phys. OS
- Phys. Service Pack
- Phys. Make
- Phys. Model

Reports: Virtualization - Virtual-to-Physical Device Relationships

Business Unit: Company A Grouped: (Selected unit and everything below)

Virt. Device Name Contains +

Virt. Device Name	Virt. Environment	Virt. Device Type	Virt. Domain	Virt. OS	Virt. Service Pack	Virt. Make
VM1	Virtual Desktop	Desktop	LMDOMAIN	Microsoft Windows XP Professional	Service Pack 3	VMware
VM2	Virtual Desktop	Desktop	LMDOMAIN	Microsoft Windows XP Professional	Service Pack 3	VMware
VM3	Virtual Desktop	Desktop	LMDOMAIN	Microsoft Windows XP Professional	Service Pack 3	VMware
VM4	Virtual Desktop	Desktop	LMDOMAIN	Microsoft Windows XP Professional	Service Pack 3	VMware
VM5	Virtual Desktop	Desktop	LMDOMAIN	Microsoft Windows XP Professional	Service Pack 3	VMware
VM6	Virtual Desktop	Desktop	LMDOMAIN	Microsoft Windows XP Professional	Service Pack 3	VMware
VS1	Virtual Server	Server	LMDOMAIN	Microsoft Windows Server 2008 R2 Enterprise	Service Pack 1	Microsoft C
VS2	Virtual Server	Server	LMDOMAIN	Microsoft Windows Server 2008 R2 Enterprise	Service Pack 1	Microsoft C
VS3	Virtual Server	Server	LMDOMAIN	Microsoft Windows Server 2008 R2 Enterprise	Service Pack 1	Microsoft C
VS4	Virtual Server	Server	LMDOMAIN	Microsoft Windows Server 2008 R2 Enterprise	Service Pack 1	Microsoft C
VS5	Virtual Server	Server	LMDOMAIN	Microsoft Windows Server 2008 R2 Enterprise	Service Pack 1	Microsoft C
VS6	Virtual Server	Server	LMDOMAIN	Microsoft Windows Server 2008 R2 Enterprise	Service Pack 1	Microsoft C
VS7	Virtual Server	Server	LMDOMAIN	Microsoft Windows Server 2008 R2 Enterprise	Service Pack 1	Microsoft C
VS8	Virtual Server	Server	LMDOMAIN	Microsoft Windows Server 2008 R2 Enterprise	Service Pack 1	Microsoft C
VS9	Virtual Server	Server	LMDOMAIN	Microsoft Windows Server 2008 R2 Enterprise	Service Pack 1	Microsoft C

Virtualization - Host to Guest Software Mapping Detail

The Virtualization - Host to Guest Software Mapping Detail report shows details of Software on Guest Devices that have been mapped to a Host Device.

Columns

- Mapped Host Device Name
- Host Manufacturer Name
- Host Product Name
- Host Version

- Host License Metric Name
- Host Quantity
- Host Release Date
- Guest Device Name
- Guest Manufacturer Name
- Guest Product Name
- Guest Version
- Guest License Metric Name
- Guest Quantity
- Is Phantom

Reports: Virtualization - Host to Guest Software Mapping Detail

Business Unit: Grouped: (Selected unit and everything below)

Audit Run:

Mapped Host Device Name Contains +

Mapped Host Device Name	Host Manufacturer Name	Host Product Name	Host Version	Host Licence Me
cry-izf0-fie	Microsoft	Windows Server Datacenter	2012	Processor
cry-izf0-fie	Microsoft	Windows Server Datacenter	2012	Processor
cry-izf0-fie	Microsoft	Windows Server Datacenter	2012	Processor
cry-izf0-fie	Microsoft	Windows Server Datacenter	2012	Processor
cry-izf0-fie	Microsoft	Windows Server Datacenter	2012	Processor
cry-izf0-fie	Microsoft	Windows Server Datacenter	2012	Processor
cry-izf0-fie	Microsoft	Windows Server Datacenter	2012	Processor
cry-izf0-fie	Microsoft	Windows Server Datacenter	2012	Processor
cry-izf0-fie	Microsoft	Windows Server Datacenter	2012	Processor
cry-izf0-fie	Microsoft	Windows Server Datacenter	2012	Processor
cry-izf0-fie	Microsoft	Windows Server Datacenter	2012	Processor
cry-izf0-fie	Microsoft	Windows Server Datacenter	2012	Processor
cry-izf0-fie	Microsoft	Windows Server Datacenter	2012	Processor
cry-izf0-fie	Microsoft	Windows Server Datacenter	2012	Processor
cry-izf0-fie	Microsoft	Windows Server Datacenter	2012	Processor
cry-izf0-fie	Microsoft	Windows Server Datacenter	2012	Processor

Virtualization - Unmapped Guest Software Usage

The Virtualization - Unmapped Guest Software Usage report shows unmapped Software Usage on a Guest Device.

Columns

- Device Name
- Business Unit
- Country Of Usage
- Environment
- Device Type
- Manufacturer Name
- Product Name
- Version
- License Metric Name
- Quantity
- Is Phantom

Reports: Virtualization - Unmapped Guest Software Usage

Business Unit: Company A Grouped: (Selected unit and everything below) Country Of Usage: [All Countries] Environment: [All E

Audit Run: Audit 02/01/2013 (EXE)

Show licensable products only:

Short Device Name: = VM1 x +

Device Name: Contains +

Device Name	Business Unit	Country Of Usage	Environment	Manufacturer Name	Product Name	Version	Licence Metr
VM1	Company A	United Kingdom	Virtual Desktop	Microsoft	Access	2007	Device
VM1	Company A	United Kingdom	Virtual Desktop	Microsoft	Excel	2007	Device
VM1	Company A	United Kingdom	Virtual Desktop	Microsoft	InfoPath	2007	Device
VM1	Company A	United Kingdom	Virtual Desktop	Microsoft	Outlook	2007	Device
VM1	Company A	United Kingdom	Virtual Desktop	Microsoft	PowerPoint	2007	Device
VM1	Company A	United Kingdom	Virtual Desktop	Microsoft	Word	2007	Device
VM1	Company A	United Kingdom	Virtual Desktop	NetSupport	Manager Client	8.6	Device
VM1	Company A	United Kingdom	Virtual Desktop	Sophos	Anti-Virus	9.5	Device
VM1	Company A	United Kingdom	Virtual Desktop	Sophos	Remote Management System	3.2	Device
VM1	Company A	United Kingdom	Virtual Desktop	Vector Networks Limited	PC-Duo Enterprise Client	4.0	Device

Virtualization - Host License Assignments with Unmapped Guest Usage

The Host License Assignments with Unmapped Guest Usage report shows Host Devices with auto-mapping rules for its guest devices where installs of a product on a guests has not been mapped.

Columns

- Business Unit
- Host Device
- Host Manufacturer
- Host Product
- Host Version
- Host Quantity
- Host Metric
- Host Upper Limit
- Guest Device
- Is Phantom
- Guest Manufacturer
- Guest Product
- Guest Version
- Guest Quantity
- Guest Metric
- Reason

Reports: Virtualization - Host License Assignments with Unmapped Guest Usage

Business Unit: Grouped: (Selected unit and everything below)

Audit Run:

Business Unit: Contains: +

Business Unit	Host Device	Host Manufacturer	Host Product	Host Version	Host Quantity	Host Metric	Host
Company A	yl0-izf2-fie	Microsoft	Windows Server Standard	2012	1	Device	1

Virtualization - Host License Assignments with Surplus Guest Allowance

The Host License Assignments with Surplus Guest Allowance reports shows Host Devices with surplus licenses assigned for guest usage.

Columns

- Business Unit
- Device
- Manufacturer
- Product
- Version
- Quantity
- Metric
- Upper Limit
- Guest Metric
- Mapped Count

Reports: Virtualization - Host License Assignments with Surplus Guest Allowance

Business Unit: Grouped: (Selected unit and everything below)

Audit Run:

Business Unit: Contains: +

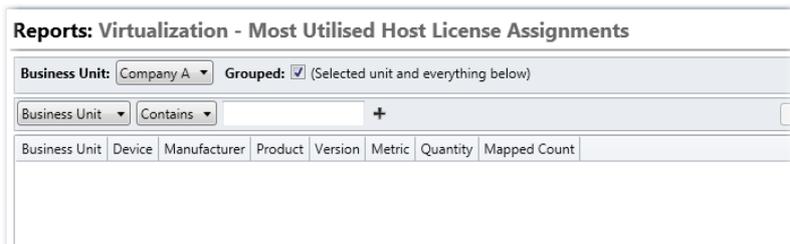
Business Unit	Device	Manufacturer	Product	Version	Quantity	Metric	Upper Limit	Guest Me
Company A	yl0-izf0-fie	Microsoft	Windows Server Datacenter	2012	50	Device	2	<Any me

Virtualization - Most Utilized Host License Agreements

The Virtualization - Most Utilized Host License Agreements report shows the most used host license agreements by virtual devices

Columns

- Business Unit
- Device
- Manufacturer
- Product
- Version
- Metric
- Quantity
- Map Count



Virtualization - DRA Exclusions

The Virtualization - DRA Exclusions report shows virtual devices that have been excluded from a physical host that resides in a DRA active Cluster. *For example where a rule has been set to restrict the movement of a specific virtual machine in order to reduce liability.*

Columns

- Device Name
- Physical Host
- DRA Host
- Type
- Class
- Platform
- Business Unit
- Country of Use
- Environment
- OS
- Service Pack
- Make
- Model
- CPU
- Physical
- Cores
- Threads
- Logical
- CPU Speed
- RAM
- BIOS Date

- User Spec 1
- User Spec 2
- User Spec 3
- User Spec 4

Reports: Virtualization - DRA Exclusions

Business Unit: Grouped: (Selected unit and everything below) Country of Use: Environment:

Audit Run:

Device Name: Contains: +

Device Name	Physical Host	DRA Host	Type	Class	Business Unit	Country of Use	Environment	OS	Service Pack	Make	Model	CPU	Num Phy:
-------------	---------------	----------	------	-------	---------------	----------------	-------------	----	--------------	------	-------	-----	----------

Virtualization - Host Device Details

The Host Device Details report shows details of all host servers in your network.

Columns

- Asset Name
- Business Unit
- Host
- Domain
- OS
- Service Pack
- Make
- Model
- Serial Number
- CPU
- Physical
- Cores
- Threads
- Logical
- CPU Speed

Reports: Virtualization - Host Device Details

Business Unit: Company A Grouped: (Selected unit and everything below)

Audit Run: Audit 2

Asset Name Contains +

Asset Name	Business Unit	Host	Domain	OS	Service Pack	Make
bdp-nspass-prd	Oracle	Oracle				HP
Bristol Cluster	Company A					
cry-izf0-fie	Company A	Edinburgh Cluster		VMware ESXi 4.1.0	433742	Hewlett-Packard
cry-izf8-fie	Company A	Edinburgh Cluster		VMware ESXi 4.1.0	433742	HP
cry-izf9-fie	Company A	Edinburgh Cluster		VMware ESXi 4.1.0	433742	Hewlett-Packard
Edinburgh Cluster	Company A					
emn-nrsap-prd-01	Oracle	Oracle				HP
gn-nrsap-prd-01	Oracle	Oracle				HP
IBM	xIBM					
IBM 9100 06C41C2	xIBM	IBM				IBM
IBM 9100 07C442C3	xIBM	IBM				IBM
Manchester Cluster	Company A					
Oracle	Oracle					

Click  to drill down to the [Cleansing - Device Details by Audit Run](#) report.

Virtualization - Master Server Template - Virtual Machines

The Master Server Template - Virtual Machines Report shows the relationships between virtual devices and their physical hosts. The Report can be used with the On-Site Console product.

Columns

- Asset Name
- Environment
- Virtual/Physical
- Virtualization Type
- Host Name

Reports: Virtualization - Master Server Template - Virtual Machines

Business Unit: **Company A** Grouped: (Selected unit and everything below)

Audit Run: **Audit 2**

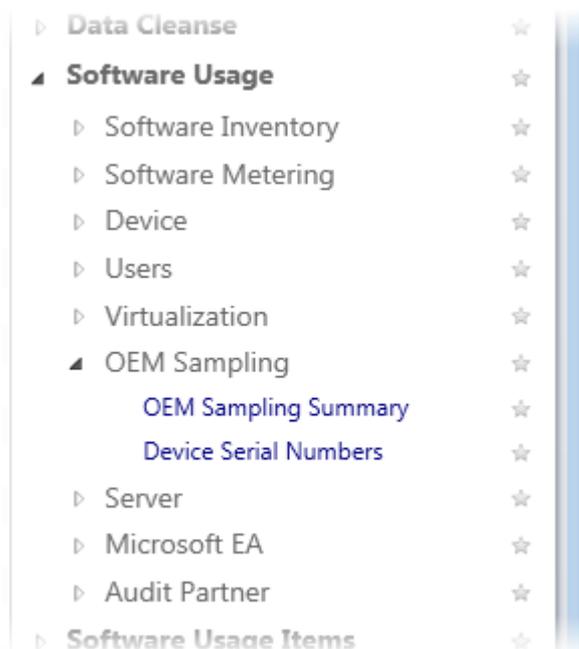
Environment: **Contains** Server **x** = Virtual Desktop **x** +
 = Data Center **x**

Asset Name **Contains** +

Asset Name	Environment	Virtual / Physical	Virtualization Type	Host Name
CRY-EQP0-FIE	Virtual Server	Virtual		
CRY-EQP8-FIE	Virtual Server	Virtual		cry-izf8-fie
CRY-EQP9-FIE	Virtual Server	Virtual		cry-izf8-fie
CRY-FDY0-QRI	Virtual Server	Virtual		cry-izf8-fie
CRY-FDY8-FIE	Virtual Server	Virtual		cry-izf9-fie
CRY-FDY9-FIE	Virtual Server	Virtual		cry-izf8-fie
CRY-FDY9-QRI	Virtual Server	Virtual		cry-izf0-fie
CRY-IZF9-ZTG	Virtual Server	Virtual		cry-izf9-fie
CRY-NCCF1-QRI	Virtual Server	Virtual		cry-izf0-fie
CRY-NCCF2-QRI	Virtual Server	Virtual		cry-izf0-fie
CRY-NCCF3-QRI	Virtual Server	Virtual		cry-izf8-fie
CRY-NCCF4-FIE	Virtual Server	Virtual		cry-izf9-fie
CRY-NCCF4-GRFG	Virtual Server	Virtual		cry-izf0-fie
CRY-NCCF6-FIE	Virtual Server	Virtual		cry-izf9-fie

OEM Sampling

The OEM Sampling reports show original equipment manufacturer data of an organization's devices. Access the OEM Sampling Reports using the links in the Reports workspace.



OEM Sampling - OEM Sampling Summary

The OEM Sampling - OEM Sampling Summary report shows a summary of an organization's devices. The Report shows the number of devices for each combination of make and model. An example device name and serial number are given to aid identification.

Columns

- Make
- Model
- Devices
- Example Device Name
- Example Serial Number

Reports: OEM Sampling - OEM Sampling Summary

Audit Run: Audit 2

Make Contains +

	Make	Model	Assets	Example Device Name	Example Serial Number
⌵			59	Bristol Cluster	
⌵		ProLiant DL380 G3	1	UJQ-PBZZF9-FIE	
⌵		ProLiant DL380 G4	1	UJQ-FRPO-FIE	
⌵		VMware Virtual Platform	1	UJQ-NCCF1-QRI	
⌵	Compaq	ProLiant ML350 G3	1	NQY-SVYR8-FIE	H349KT450006
⌵	Dell Inc.	Dimension 9100	1	RKRETLXPC	JRF6H1S
⌵	Dell Inc.	PowerEdge R710	1	YLO-VARG-FIE	82F46L1
⌵	Hewlett-Packard	DSDT_PRJ	1	VCEN7954	AUD11001H5
⌵	Hewlett-Packard	HP Compaq 6910p (GL120PA#ABG)	3	YLO7773	CND7320SPL
⌵	Hewlett-Packard	HP Compaq 8000 Elite SFF PC	3	VCEN7001	AUDA0404D1
⌵	Hewlett-Packard	HP Compaq 8100 Elite SFF PC	402	CC-NZF-CP	AUD05006YB
⌵	Hewlett-Packard	HP Compaq 8200 Elite SFF PC	148	VCEU8316	AUD14800PH
⌵	Hewlett-Packard	HP Compaq dc7800p Small Form Factor	1	YLO7903	AUD82108XM

OEM Sampling - Device Serial Numbers

The OEM Sampling - Device Serial Numbers report shows details of the organization's devices and includes serial numbers where available.

Columns

- Make
- Model
- Device Name
- Serial Number
- BIOS Date
- Country of Use
- Environment

Reports: OEM Sampling - Device Serial Numbers

Business Unit: Company A Grouped: (Selected unit and everything below) Country of Use: [All Countries]

Audit Run: Audit 2

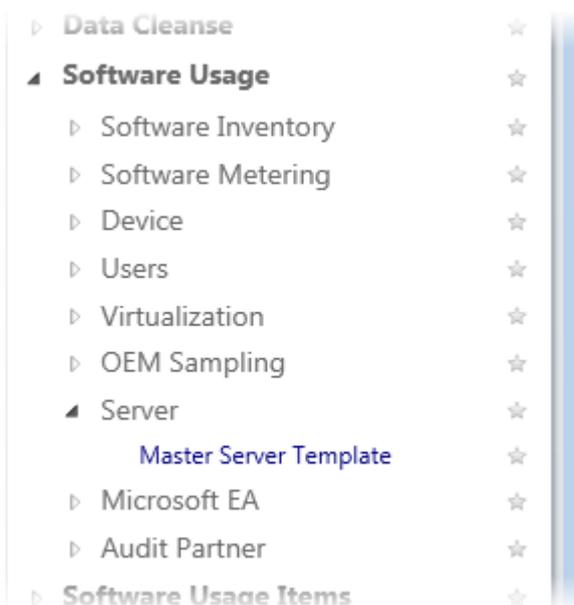
Make: Contains: +

Make	Model	Asset Name	Serial Number	BIOS Date	Country of Use	Environment
		Bristol Cluster			United Kingdom	Data Center
		CLAIREBROADCB28				Production
			CX1000001			ThinClient
			CX1000002			ThinClient
			CX1000003			ThinClient
			CX1000004			ThinClient
			CX1000005			ThinClient
			CX1000006			ThinClient
			CX1000007			ThinClient
			CX1000008			ThinClient
			CX1000009			ThinClient
			CX1000010			ThinClient

Click  to drill down to the Device - Device Details report.

Server

Server reports allow you to display, collate and sort server data from across the License Manager database. Access the Server reports using the links in the Reports workspace.



Server - Master Server Template

The Server - Master Server Template report shows an organization's servers, both physical and virtual. The Report provides detailed specification data and details of the server products installed. The Report can be used with the On-Site Console product.

Columns

- Asset Name
- Environment
- Classification
- Virtualization Type
- Host Mobility
- Host Name
- CPU Type
- CPU Speed
- SERVER PHYSICAL Processors
- SERVER PHYSICAL Cores
- SERVER PHYSICAL Threads
- SERVER PHYSICAL Multi-Threaded
- SERVER PHYSICAL Logical Processors
- SERVER PHYSICAL PVU
- VIRTUAL MACHINE Processors
- VIRTUAL MACHINE Cores
- VIRTUAL MACHINE Threads
- VIRTUAL MACHINE Multi-Threaded
- VIRTUAL MACHINE Logical Processors
- VIRTUAL MACHINE PVU
- Server Operating System
- OS Service Pack
- Application Manufacturer
- Application Product
- Application Version
- License Metric
- Quantity
- Active/Passive (SQL Only)
- Citrix/Terminal Services
- No. Users
- No. Devices
- External Connectors
- Comments

Reports: Server - Master Server Template

Business Unit: Company A Grouped: (Selected unit and everything below)

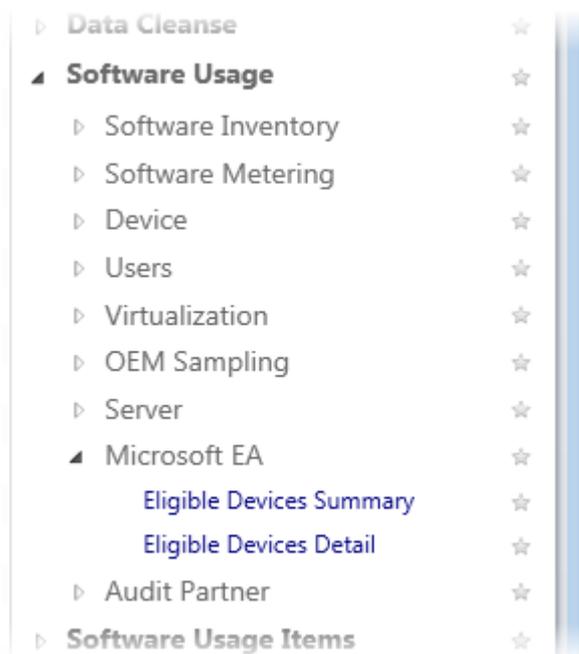
Server Classes only:

Asset Name: Contains: + Back Share

Asset Name	Environment	Classification	Virtualization Type	Host Mobility	Host Name	CPU Type	CPU
ABEQ	Virtual Server	Virtual		<input type="checkbox"/>	yhpnf3	Intel(R) Xeon(R) CPU E5-2670 v3 @ 2.30GHz	
ABEQ	Virtual Server	Virtual		<input type="checkbox"/>	yhpnf3	Intel(R) Xeon(R) CPU E5-2670 v3 @ 2.30GHz	
ABEQ	Virtual Server	Virtual		<input type="checkbox"/>	yhpnf3	Intel(R) Xeon(R) CPU E5-2670 v3 @ 2.30GHz	
ABEQ	Virtual Server	Virtual		<input type="checkbox"/>	yhpnf3	Intel(R) Xeon(R) CPU E5-2670 v3 @ 2.30GHz	
ABEQ	Virtual Server	Virtual		<input type="checkbox"/>	yhpnf3	Intel(R) Xeon(R) CPU E5-2670 v3 @ 2.30GHz	
ABEQ	Virtual Server	Virtual		<input type="checkbox"/>	yhpnf3	Intel(R) Xeon(R) CPU E5-2670 v3 @ 2.30GHz	
ABEQ	Virtual Server	Virtual		<input type="checkbox"/>	yhpnf3	Intel(R) Xeon(R) CPU E5-2670 v3 @ 2.30GHz	
ABEQ	Virtual Server	Virtual		<input type="checkbox"/>	yhpnf3	Intel(R) Xeon(R) CPU E5-2670 v3 @ 2.30GHz	
ABEQ	Virtual Server	Virtual		<input type="checkbox"/>	yhpnf3	Intel(R) Xeon(R) CPU E5-2670 v3 @ 2.30GHz	
ABEQ	Virtual Server	Virtual		<input type="checkbox"/>	yhpnf3	Intel(R) Xeon(R) CPU E5-2670 v3 @ 2.30GHz	
ABEQ	Virtual Server	Virtual		<input type="checkbox"/>	yhpnf3	Intel(R) Xeon(R) CPU E5-2670 v3 @ 2.30GHz	
ABEQ	Virtual Server	Virtual		<input type="checkbox"/>	yhpnf3	Intel(R) Xeon(R) CPU E5-2670 v3 @ 2.30GHz	
ABEQ	Virtual Server	Virtual		<input type="checkbox"/>	yhpnf3	Intel(R) Xeon(R) CPU E5-2670 v3 @ 2.30GHz	
ANEXNA	Virtual Server	Virtual		<input type="checkbox"/>	yhpnfcho1	Intel(R) Xeon(R) CPU E5-2670 v3 @ 2.30GHz	
AWSCMSDB01	Server	Physical		<input type="checkbox"/>			
AWSCMSFF01	Server	Physical		<input type="checkbox"/>			
BENA	Server	Physical		<input type="checkbox"/>		Intel(R) Xeon(R) CPU E5430 @ 2.66GHz	
BETNAN	Virtual Server	Virtual		<input type="checkbox"/>	yhpnf6	Intel(R) Xeon(R) CPU E5-2670 v3 @ 2.30GHz	
BIDA	Server	Physical		<input type="checkbox"/>		Intel(R) Xeon(R) CPU E5-2670 v3 @ 2.30GHz	

Microsoft EA

Microsoft EA Reports allow you to display, collate and sort eligible device data relating to your organization's True-ups. Access the Microsoft EA reports using the menu in the Reports workspace.



Microsoft EA - Eligible Devices Summary

The Microsoft EA - Eligible Devices Summary report shows the numbers of devices eligible for the True-up process.

Columns

- Business Unit
- Country of Use

- Environment Name
- Bookmark
- Count

Reports: Microsoft EA - Eligible Devices Summary

Business Unit: Grouped: (Selected unit and everything below) Country of Use:

Environment Name:

Audit Run:

Environment Name: +

Business Unit: Contains:

	Business Unit	Country of Use	Environment Name	Bookmark	Count
⌵	Company A		Production	<input type="checkbox"/>	1
⌵	Company A	United Kingdom	Production	<input type="checkbox"/>	8
⌵	Company A	United Kingdom	Virtual Desktop	<input type="checkbox"/>	9
⌵	Div 1		Desktop	<input type="checkbox"/>	510
⌵	Div 2		Desktop	<input type="checkbox"/>	158
⌵	Div 2		ThinClient	<input type="checkbox"/>	50
⌵	Div 3		Desktop	<input type="checkbox"/>	132
⌵	Oracle	United Kingdom	Oracle Server	<input type="checkbox"/>	1
⌵	xIBM	United Kingdom	IBM LPAR	<input type="checkbox"/>	2
⌵	xIBM	United Kingdom	IBM Server	<input type="checkbox"/>	1

Click  to drill down to the Eligible Devices Detail report.

Microsoft EA - Eligible Devices Detail

The Microsoft EA - Eligible Devices Detail Report shows the details of devices eligible for the True-up process.

Columns

- Business Unit
- Country of Use
- Environment Name
- Device Name
- Device Type
- Host Name
- Bookmark

Reports: True-up Process Reports - Eligible Devices Detail

Business Unit: Company A\Div 1 Grouped: (Selected unit and everything below) Country of Use: [Not Specified]

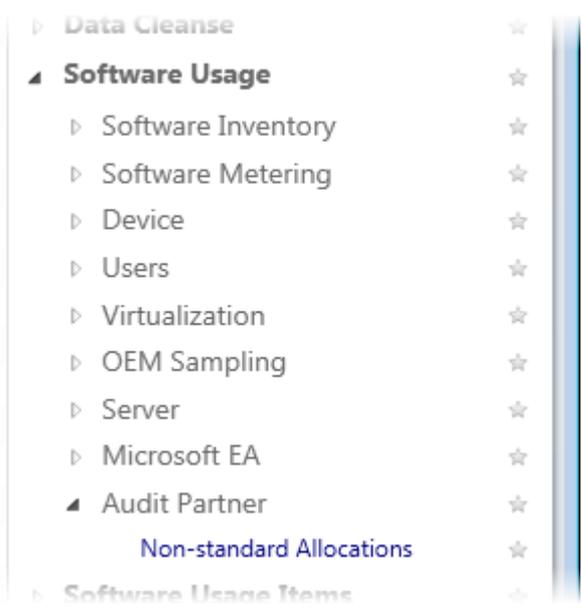
Audit Run: Audit Run 2

Business Unit: +

Business Unit	Country of Use	Environment Name	Device Name	Device Type	Host Name	Bookmark
Div 1		Production	1F4RR2J			<input type="checkbox"/>
Div 1		Production	1KD0K4J			<input type="checkbox"/>
Div 1		Production	1LD0K4J			<input type="checkbox"/>
Div 1		Production	1LFTJ3J			<input type="checkbox"/>
Div 1		Production	1QJSW2J			<input type="checkbox"/>
Div 1		Production	1ZQRR3J			<input type="checkbox"/>
Div 1		Production	20B493J			<input type="checkbox"/>
Div 1		Production	20NB24J			<input type="checkbox"/>
Div 1		Production	224FM4J			<input type="checkbox"/>
Div 1		Production	24ML72J			<input type="checkbox"/>
Div 1		Production	2KD0K4J			<input type="checkbox"/>
Div 1		Production	2LD0K4J			<input type="checkbox"/>
Div 1		Production	2Y7333J			<input type="checkbox"/>
Div 1		Production	2ZFPL2J			<input type="checkbox"/>

Audit Partner Reports

Audit Partner reports allow you to display, collate and sort data from the compliance workspace. These reports are often requested by an auditor to determine your compliance position. Access the Audit Partner reports using the links in the Reports workspace.



Audit Partner - Non-standard Allocations

The Audit Partner - Non-standard Allocations report shows installed software with allocated licenses from a different Manufacturer or Product family.

Columns

- Business Unit
- Country of Use Name
- Environment Name

- License ID
- License Name
- License Manufacturer
- License Product
- License Version
- Install Manufacturer
- Install Product
- Install Version
- Quantity Products Installed

Reports: Audit Partner - Non-standard Allocations

Business Unit: Grouped: (Selected unit and everything below) Country Of Use Name:

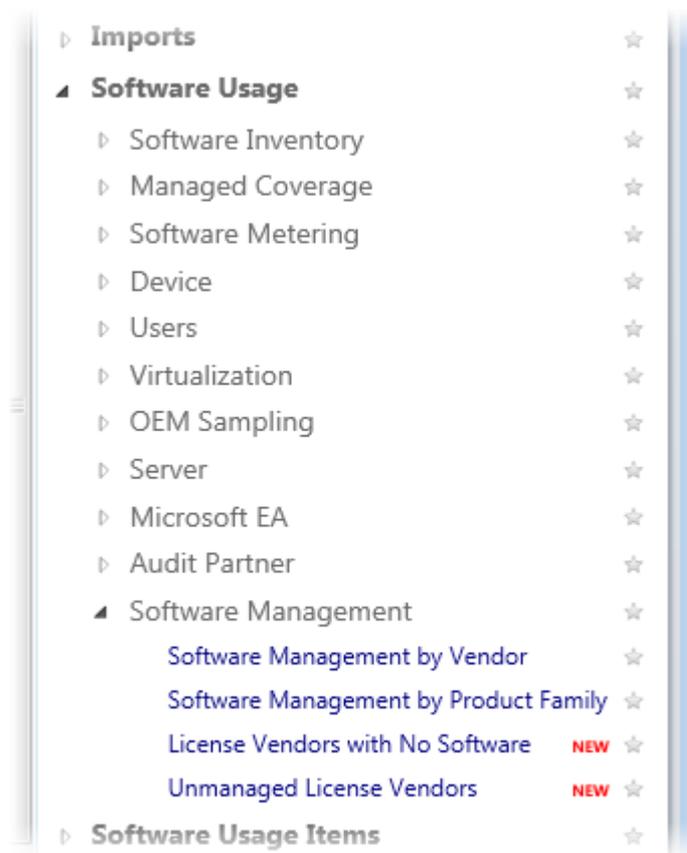
Environment Name:

Business Unit Contains +

Business Unit	Country Of Use Name	Environment Name	License ID	License Name
Div 3		Production	939	McAfee VirusScan Site Licence + Maint
xOracle		Production	1047	Enterprise Edition 8.0 Processor Licence + 1Yr Maintenance
xOracle		Production	1048	Enterprise Edition 8.0 Processor Licence + 1Yr Maintenance
Div 3		Production	948	
Div 3		Production	940	Enterprise Vault Site Licence 1 Year Maintenance & Support

Software Management

The Software Management reports section contains software management reports. Access the Software Management reports using the links in the Reports workspace.



Software Management By Vendor

The Software Management By Vendor Report shows the software management details for products by the vendor they are sourced from.

Columns

- Manufacturer
- Has Managed
- Has Unmanaged
- Managed Products
- Partially Managed Products
- Unmanaged Products

Reports: Software Management - Software Management by Vendor

Business Unit: Company A Grouped: (Selected unit and everything below)

Manufacturer Contains +

	Manufacturer	Has Managed	Has Unmanaged	Managed Products	Partially-managed
⌵	2K Games	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
⌵	3ivx.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
⌵	AbleBits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
⌵	Acoolsoft	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	0
⌵	Acorah Software	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
⌵	Acesso Software	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
⌵	Active Database Software	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
⌵	ActiveState Tool Corporation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0

Click  for drill down options. You can drill-down to;

- Software Management - Software Management By Product Family report
- Software Inventory - Complete report

Software Management By Product Family

The Software Management By Product Family report shows the software management details for products by the vendor they are sourced from.

Columns

- Manufacturer
- Product Family
- Has Managed
- Has Unmanaged
- Managed Versions
- Partially Managed Versions
- Unmanaged Versions

Reports: Software Management - Software Management by Product Family

Business Unit: Company A Grouped: (Selected unit and everything below)

Manufacturer Contains +

	Manufacturer	Product Family	Has Managed	Has Un
⌵	2K Games	Civilization V	<input checked="" type="checkbox"/>	
⌵	3ivx.com	MPEG-4 Configurator	<input checked="" type="checkbox"/>	
⌵	AbleBits	Fuzzy Duplicate Finder in Excel	<input checked="" type="checkbox"/>	
⌵	Acoolsoft	Powerpoint 2 Video Converter	<input checked="" type="checkbox"/>	
⌵	Acoolsoft	PPT to Video Pro	<input checked="" type="checkbox"/>	
⌵	Acorah Software	TaxCalc	<input checked="" type="checkbox"/>	
⌵	Acesso Software	InstallShield for Microsoft Visual C++	<input checked="" type="checkbox"/>	
⌵	Active Database Software	FlySpeed SQL Query	<input checked="" type="checkbox"/>	
⌵	ActiveState Tool Corporation	Komodo	<input checked="" type="checkbox"/>	
⌵	Acute Systems	CrossFont	<input checked="" type="checkbox"/>	
⌵	Adblock Pro Team	Adblock Pro	<input checked="" type="checkbox"/>	

Click  to drill-down to the Software Inventory - Complete report

License Vendors with no Software

The license vendors with no software report shows all manufacturers in your database with license entitlement but no software usage.

Columns:

- Manufacturer



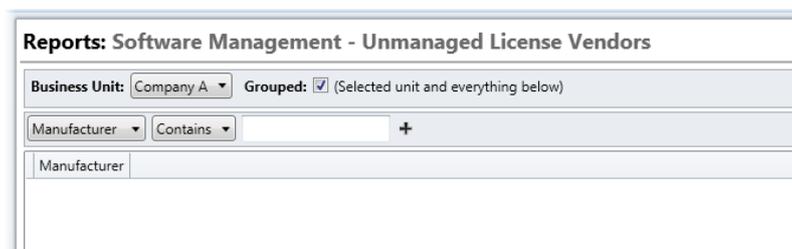
Click  to drill-down to the License Entitlement - Titles with Entitlement report

Unmanaged License Vendors

The unmanaged license vendors report shows all manufacturers in your database with license entitlement and unmanaged software usage, but no managed software usage.

Columns

- Manufacturer

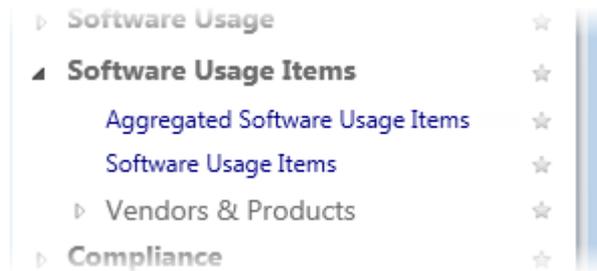


Click  to drill-down to the Software Management - Software Management By Vendor report

Software Usage Items Reports

Software Usage Items Reports

Software Usage reports allow you to display, collate and sort data from the compliance workspace. Access the Software Usage reports using the links in the Reports workspace.



Software Usage Items - Aggregated Software Usage Items

The Software Usage Items - Aggregated Software Usage Items report shows products discovered in an Audit Run aggregated by product type.

Columns

- Business Unit
- Country
- Environment
- Manufacturer
- Product
- Version
- Is Licensable
- License Metric Name
- Install Type Name
- Install Source Name
- Install Status Name
- Quantity

Reports: Software Usage Items - Aggregated Software Usage Items

Business Unit: Company A Grouped: (Selected unit and everything below) Country: [All Countries] Environment: [All Environments]

Audit Run: Audit 2

Show licensable products only:

Show bookmarked assets only:

Business Unit: Company A Contains: [Empty] +

	Business Unit	Country	Environment	Manufacturer	Product	Version	Is L
⌵	Company A	United Kingdom	Production	Microsoft	SQL Server Datacenter	2008 R2	
⌵	Company A	United Kingdom	Production	Microsoft	Windows Server Standard	2012	
⌵	Company A	United Kingdom	Production	Microsoft	Windows Server Standard	2012	
⌵	Company A	United Kingdom	Server	Altiris	Agent	6.0	
⌵	Company A	United Kingdom	Server	Altiris	Audit Plus	6.1	
⌵	Company A	United Kingdom	Server	Altiris	Custom Inventory	6.1	
⌵	Company A	United Kingdom	Server	Altiris	Inventory Solution	5.5	
⌵	Company A	United Kingdom	Server	Altiris	Inventory Solution	6.1	
⌵	Company A	United Kingdom	Server	Brocade Communications	SAN Health	3.0	
⌵	Company A	United Kingdom	Server	Foundstone Inc	Vision	5.0	

Click **⌵** to drill down to the Software Usage Items - Software Usage Items report, filtered by the details of the item.

Software Usage Items - Software Usage Items

The Software Usage Items - Software Usage Items report shows products discovered in an Audit Run. Products are displayed for every device they are installed on

Columns

- Business Unit
- Country
- Environment
- Computer Name
- Manufacturer
- Product
- Version
- Is Licensable
- Quantity
- License Metric Name
- Install Type Name
- Install Source Name
- Install Status Name

Reports: Software Usage Items - Software Usage Items

Business Unit: Company A Grouped: (Selected unit and everything below) Country: [All Countries] En

Audit Run: Audit 2

Show licensable products only:

Show bookmarked assets only:

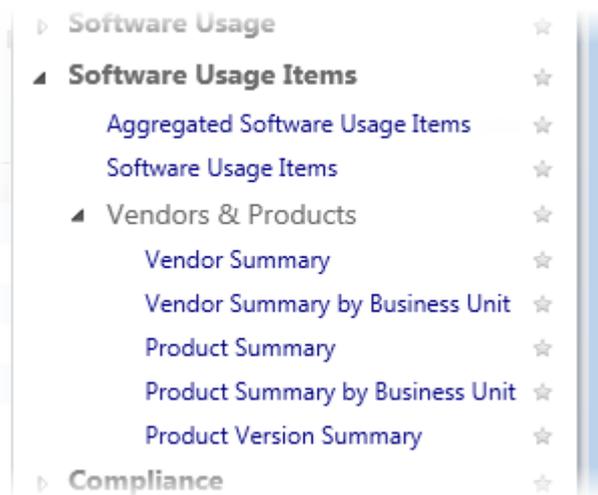
Device Type: Virtual + Physical CPU: 1 +

Metric Name: Contains +

Business Unit	Country	Environment	Computer Name	Manufacturer	Product
Company A	United Kingdom	Virtual Server	CRY-FDY8-FIE	Microsoft	Office Professional
Company A	United Kingdom	Virtual Server	CRY-FDY8-FIE	Microsoft	SQL Server Standard
Company A	United Kingdom	Virtual Server	CRY-FDY8-FIE	Microsoft	Windows Server Standard
Company A	United Kingdom	Virtual Server	CRY-FDY9-FIE	Microsoft	SQL Server Generic
Company A	United Kingdom	Virtual Server	CRY-FDY9-FIE	Microsoft	SQL Server Standard
Company A	United Kingdom	Virtual Server	CRY-FDY9-FIE	Microsoft	Visual Studio Premier Partner
Company A	United Kingdom	Virtual Server	CRY-FDY9-FIE	Microsoft	Windows Server Enterprise
Company A	United Kingdom	Virtual Server	CRY-NCCF1-QRI	Microsoft	Windows Server Standard
Company A	United Kingdom	Virtual Server	CRY-NCCF2-QRI	Microsoft	Visual Studio Premier Partner
Company A	United Kingdom	Virtual Server	CRY-NCCF2-QRI	Microsoft	Windows Server Standard
Company A	United Kingdom	Virtual Server	CRY-NCCF4-FIE	Microsoft	Windows Server Enterprise
Company A	United Kingdom	Virtual Server	CRY-ZNVY8-FIE	Microsoft	Exchange Server Standard

Vendors & Products Reports

Vendors & Products reports allow you to display, collate and sort vendor and product data from the compliance workspace. Access the Vendors & Products reports using the links in the Reports workspace.



Vendors & Products - Vendor Summary

The Vendors & Products - Vendor Summary report shows a summary of all the software vendors that are used by the organization and the number of used products for each vendor.

Columns

- Manufacturer
- Active Products

Reports: Vendors & Products - Vendor Summary

Business Unit: Company A Grouped: (Selected unit and everything below)

Show licensable products only:

Show products with liability only:

Manufacturer: Contains: +

	Manufacturer	Active Products
⌵	Microsoft	100
⌵	GameHouse Inc	54
⌵	Symantec	47
⌵	Adobe	35
⌵	Rockwell Software	22
⌵	Oracle Corporation	15
⌵	Autodesk	10
⌵	Quest Software	10
⌵	Altiris	8
⌵	Citrix Systems	8
⌵	Roxio	8
⌵	Irfan Skiljan	7

Click ⌵ for drill down options. You can drill-down to;

- Vendors & Products - Product Summary report.
- Vendors & Products - Vendor Summary by Business Unit report.

Vendors & Products - Vendor Summary by Business Unit

The Vendors & Products - Vendor Summary by Business Unit report shows a summary of all the software vendors that are used by the organization and the number of used products for each vendor. The list is broken down by Business Unit.

Columns

- Business Unit
- Country of Use
- Environment
- Manufacturer
- Active Products

Reports: Vendors & Products - Vendor Summary by Business Unit

Business Unit: Grouped: (Selected unit and everything below) Country of Use: En

Show licensable products only:

Business Unit Contains +

Business Unit	Country of Use	Environment	Manufacturer	Active Products
Div 1		Production	Microsoft	58
Div 1		Production	Altiris	14
Div 1		Production	Adobe	6
Div 1		Production	Licence Dashboard Ltd	5
Div 1		Production	Citrix Systems	3
Div 1		Production	SalesLogix	3
Div 1		Production	Network Associates	2
Div 1		Production	Sage Software	2
Div 1		Production	Adept SQL Tools	1
Div 1		Production	Ahead Software	1
Div 1		Production	Axosoft	1
Div 1		Production	Google	1
Div 1		Production	Infacta	1
Div 1		Production	Network Appliance Inc	1

Vendors & Products - Product Summary

The Vendors & Products - Product Summary report shows a summary of all the Products that are used by the organization and the number of used product versions for each vendor.

Columns

- Manufacturer
- Product
- Active Versions

Reports: Vendors & Products - Product Summary

Business Unit: Grouped: (Selected unit and everything below)

Show licensable products only:

Show products with liability only:

Manufacturer Contains +

Manufacturer	Product	Active Versions
Rockwell Software	RSLogix 5000	8
Irfan Skijjan	IrfanView	7
Microsoft	Outlook	7
Symantec	Ghost	7
Autodesk	AutoCAD LT	6
Microsoft	Office Professional	6
Microsoft	Word	6
Quest Software	TOAD for Oracle	6
RARLABS	WinRAR	6
WinZip Computing	WinZip	6
Citrix Systems	WinFrame Client	5
Microsoft	Access	5

Click  for drill down options. You can drill-down to;

- Vendors & Products - Product Summary by Business Unit report.
- Software Inventory - by Device report.

Vendors & Products - Product Summary by Business Unit

The Vendors & Products - Product Summary by Business Unit report shows a summary of all the Products that are used by the organization and the number of used product versions for each vendor. The list is broken down by Business Unit.

Columns

- Business Unit
- Country of Use
- Environment
- Manufacturer
- Product
- Active Versions

Reports: Vendors & Products - Product Summary by Business Unit

Business Unit: Company A Grouped: (Selected unit and everything below) Country of Use: [All Countries]

Show licensable products only:

Show products with liability only:

Business Unit Contains +

	Business Unit	Country of Use	Environment	Manufacturer	Product	Active Ver
⌵	Company A	United Kingdom	Production	Microsoft	SQL Server Datacenter	
⌵	Company A	United Kingdom	Production	Microsoft	Windows Server Standard	
⌵	Company A	United Kingdom	Server	Microsoft	Office Professional	
⌵	Company A	United Kingdom	Server	Microsoft	Windows Server Standard	
⌵	Company A	United Kingdom	Server	Microsoft	SQL Server Standard	
⌵	Company A	United Kingdom	Server	Altiris	Inventory Solution	
⌵	Company A	United Kingdom	Server	Microsoft	SQL Server Integration Services	
⌵	Company A	United Kingdom	Server	Microsoft	Windows Server Enterprise	
⌵	Company A	United Kingdom	Server	Altiris	Agent	
⌵	Company A	United Kingdom	Server	Altiris	Audit Plus	
⌵	Company A	United Kingdom	Server	Altiris	Custom Inventory	

Click ⌵ to drill down to the Software Inventory - by Device report.

Vendors & Products - Product Version Summary

The Vendors & Products - Product Version Summary report shows a summary of all the Product Versions that are used by the organization for each vendor.

Columns

- Manufacturer
- Product
- Version
- Installs

Reports: Vendors & Products - Product Version Summary

Business Unit: Company A Grouped: (Selected unit and everything below)

Show licensable products only:

Show products with liability only:

Manufacturer Contains +

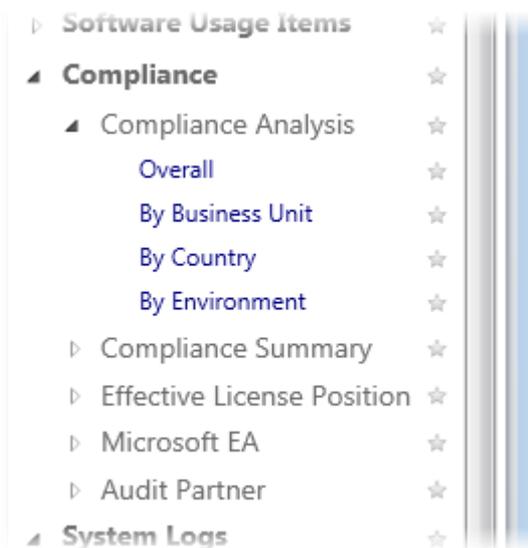
	Manufacturer	Product	Version	Installs
⌵	ABBYY	FineReader	10.0	1
⌵	Acorah Software	TaxCalc	2011	1
⌵	Acronis	Backup & Recovery Console	10.0	4
⌵	Acronis	PXE Server	41.0	1
⌵	Acronis	True Image	10.0	4
⌵	Acronis	True Image	9.7	1
⌵	Actuate	e.Report Designer Professional	8.0	4
⌵	Adersoft	VbsEdit	3.6	2
⌵	Adobe	Acrobat	7.0	1
⌵	Adobe	Acrobat	9.0	11
⌵	Adobe	Acrobat	X	40
⌵	Adobe	Acrobat Distiller	7.0	1

Click  to drill down to the Software Usage Items report.

Compliance Reports

Compliance Analysis

Compliance Analysis reports allow you to display, collate and sort data relating to your organization's compliance status. Access the Compliance Analysis reports using the menu in the Reports workspace.



Compliance Analysis - Overall

The Compliance Analysis - Overall report shows the compliance position and quantity of allocated licenses across all products in an organization. The difference between allocated licenses and products is shown.

Columns

- Manufacturer
- Product
- Version
- Discovered Metric
- Usage Quantity
- Licenses Allocated
- License Metric
- Available
- Compliance
- Estimated Shortfall Cost
- Estimated Overspend
- Currency

Reports: Compliance Analysis - Overall

Business Unit: Company A Grouped: (Selected unit and everything below)

Managed Software Filter: All

Manufacturer Contains +

	Manufacturer	Product	Version	Discovered Metric	Usage Quantity	Licenses Allocated	Li
⌵	ABBYY	FineReader	10.0	Device	1	1	⌵
⌵	Acorah Software	TaxCalc	2011	Device	1	1	⌵
⌵	Acronis	Backup & Recovery Console	10.0	Device	4	0	⌵
⌵	Acronis	PXE Server	41.0	Device	1	1	⌵
⌵	Acronis	True Image	10.0	Device	4	4	⌵
⌵	Acronis	True Image	9.7	Device	1	1	⌵
⌵	Actuate	e.Report Designer Professional	8.0	Device	4	4	⌵
⌵	Adersoft	VbsEdit	3.6	Device	2	2	⌵
⌵	Adobe	Acrobat	4.0		0	0	⌵
⌵	Adobe	Acrobat	6.0		0	0	⌵
⌵	Adobe	Acrobat	X		0	0	⌵

Click ⌵ for drill down options. You can drill-down to;

- Compliance Analysis - By Business Unit report.
- Compliance Analysis - By Country report.
- Compliance Analysis - By Environment report.
- Compliance Summary - Compliance Detail report.

Compliance Analysis - By Business Unit

The Compliance Analysis - By Business Unit report shows the compliance position and quantity of allocated licenses across all products in an organization. The report is broken down by Business Unit and the difference between allocated licenses and products is shown.

Columns

- Deployed By
- Managed By

- Manufacturer
- Product
- Version
- Discovered Metric
- Usage Quantity
- Licenses Allocated
- License Metric
- Available
- Compliance
- Estimated Shortfall Cost
- Estimated Overspend
- Currency

Reports: Compliance Analysis - By Business Unit

Business Unit: Grouped: (Selected unit and everything below)

Managed Software Filter:

Deployed By: Contains: +

Deployed By	Managed By	Manufacturer	Product	Version	Discovered Metric	U
Company A	Company A	Actuate	e.Report Designer Professional	8.0	Device	
Company A	Company A	Adobe	Acrobat Standard	9.0	Device	
Company A	Company A	Altiris	Agent	6.0	Device	
Company A	Company A	Altiris	Audit Plus	6.1	Device	
Company A	Company A	Altiris	Custom Inventory	6.1	Device	
Company A	Company A	Altiris	Inventory Solution	5.5	Device	
Company A	Company A	Altiris	Inventory Solution	6.1	Device	
Company A	Company A	Altiris	Notification Server	6.0	Device	
Company A	Company A	Altiris	Package Server Agent	6.0	Device	
Company A	Company A	Brocade Communications	SAN Health	3.0	Device	
Company A	Company A	Business Objects	Business Objects Enterprise	12.0	Device	
Company A	Company A	Citrix Systems	ICA Client	10.0	Device	
Company A	Company A	Citrix Systems	ICA Client	12.0	Device	

Click  to drill down to the Compliance Summary - Compliance Detail report.

Compliance Analysis - By Country

The Compliance Analysis - By Country report shows the compliance position and quantity of allocated licenses across all products in an organization. The report is broken down by Country of Use and the difference between allocated licenses and products is shown.

Columns

- Country of Use
- Manufacturer
- Product
- Version
- Discovered Metric
- Usage Quantity
- Licenses Allocated

- License Metric
- Available
- Compliance
- Estimated Shortfall Cost
- Estimated Overspend
- Currency

Reports: Compliance Analysis - By Country

Business Unit: Company A Grouped: (Selected unit and everything below) Country of Use: [All Countries]

Managed Software Filter: All

Country of Use Contains +

	Country of Use	Manufacturer	Product	Version	Discovered Metric	Usage Quantity	Lic
⌵		ABBYY	FineReader	10.0	Device	1	
⌵		Acorah Software	TaxCalc	2011	Device	1	
⌵		Acronis	Backup & Recovery Console	10.0	Device	4	
⌵		Acronis	PXE Server	41.0	Device	1	
⌵		Acronis	True Image	10.0	Device	4	
⌵		Acronis	True Image	9.7	Device	1	
⌵		Actuate	e.Report Designer Professional	8.0	Device	1	
⌵		Adersoft	VbsEdit	3.6	Device	2	
⌵		Adobe	Acrobat	4.0		0	
⌵		Adobe	Acrobat	6.0		0	
⌵		Adobe	Acrobat	X		0	

Click  to drill down to the Compliance Analysis - Compliance Detail report.

Compliance Analysis - By Environment

The Compliance Analysis - By Environment report shows the compliance position and quantity of allocated licenses across all products in an organization. The report is broken down by Environment and the difference between allocated licenses and products is shown.

Columns

- Environment
- Manufacturer
- Product
- Version
- Discovered Metric
- Usage Quantity
- Licenses Allocated
- License Metric
- Available
- Compliance
- Estimated Shortfall Cost
- Estimated Overspend
- Currency

Reports: Compliance Analysis - By Environment

Business Unit: Company A Grouped: (Selected unit and everything below) Environment: [All Environments]

Managed Software Filter: All

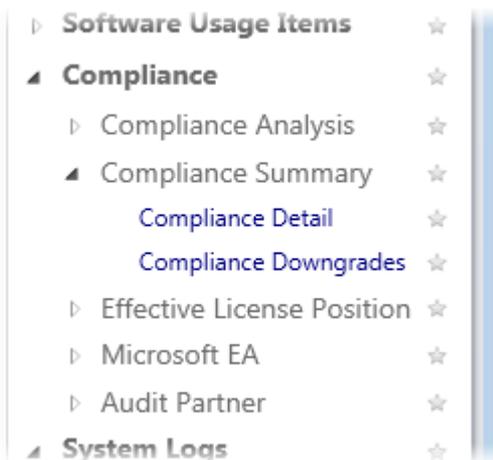
Environment Contains +

	Environment	Manufacturer	Product	Version	Discovered Metric	Usage Quantity	Licens
⌵		Frontier Software	Chris21 Client	5.7		0	
⌵		Frontier Software	Chris21 Internet Filing	1.0		0	
⌵	Desktop	ABBYY	FineReader	10.0	Device	1	
⌵	Desktop	Acorah Software	TaxCalc	2011	Device	1	
⌵	Desktop	Acronis	Backup & Recovery Console	10.0	Device	4	
⌵	Desktop	Acronis	PXE Server	41.0	Device	1	
⌵	Desktop	Acronis	True Image	10.0	Device	4	
⌵	Desktop	Acronis	True Image	9.7	Device	1	
⌵	Desktop	Actuate	e.Report Designer Professional	8.0	Device	1	
⌵	Desktop	Adersoft	VbsEdit	3.6	Device	2	

Click  to drill down to the Compliance Summary - Compliance Detail report.

Compliance Summary

Compliance Summary reports allow you to display, collate and sort compliance and downgraded license data. Access the Compliance Summary reports using the menu in the Reports workspace.



Compliance Summary - Compliance Detail

The Compliance Summary - Compliance Detail report shows the compliance position and quantity of allocated licenses across all products. The difference between allocated licenses and products is shown. The report includes additional Business Unit and Management details.

Columns

- Manufacturer
- Product
- Version
- Discovered Metric
- Usage Quantity

- Licenses Allocated
- License Metric
- Available
- Compliance
- Deployed By
- Managed By
- Country of Use
- Environment
- Responsible
- Estimated Shortfall Cost
- Currency

Reports: Compliance Summary - Compliance Detail

Business Unit: Grouped: (Selected unit and everything below) Country of Use: E

Manufacturer Contains +

Manufacturer	Product	Version	Discovered Metric	Usage Quantity	Licenses Allocated	License M
3ivx.com	MPEG-4 Configurator	5.0	Device	1	0	Device
Active Database Software	FlySpeed SQL Query	2.5	Device	1	0	Device
Active Database Software	FlySpeed SQL Query	2.7	Device	2	0	Device
Adept SQL Tools	AdeptSQL Diff	1.9	Device	1	0	Device
Adept SQL Tools	AdeptSQL Diff	1.9	Device	1	0	Device
Adobe	Acrobat	7.0	Device	1	0	Device
Adobe	Acrobat	9.0	Device	12	0	Device
Adobe	Acrobat	9.0	Device	40	0	Device
Adobe	Acrobat	9.3	Device	9	0	Device
Adobe	Acrobat Distiller	7.0	Device	1	0	Device
Adobe	Acrobat Distiller	9.0	Device	12	0	Device
Adobe	Acrobat Distiller	9.0	Device	40	0	Device
Adobe	Acrobat Distiller	9.3	Device	9	0	Device
Adobe	Acrobat Elements		Device	9	0	Device
Adobe	Acrobat Elements	7.0	Device	1	0	Device

Compliance Summary - Compliance Downgrades

The Compliance Summary - Compliance Downgrades report shows all products using a downgraded license.

Columns

- Manufacturer
- Product (Usage)
- Version (Usage)
- Product (Entitlement)
- Version (Entitlement)
- Qualification
- License Quantity
- License Metric
- Deployed By
- Managed By
- Country of Use
- Environment

Reports: Compliance Summary - Compliance Downgrades

Deployed By: Grouped: (Selected unit and everything below) Country of Use: En

Manufacturer: Contains: +

Manufacturer	Product (Usage)	Version (Usage)	Product (Entitlement)	Version (Entitlement)
Adobe	Contribute	CS3	Contribute	CS4
Adobe	Photoshop Elements	6.0	Photoshop Elements	9.0
Altiris	Agent	6.0	Agent	7.0
Altiris	Agent	6.0	Agent	7.0
Altiris	Audit Plus	6.1	Audit Plus	7.0
Altiris	Audit Plus	6.1	Audit Plus	7.0
Altiris	Audit Plus	6.1	Audit Plus	7.0
Altiris	Client Agent	6.0	Client Agent	6.9
Altiris	Client Agent	6.8	Client Agent	6.9
Altiris	Custom Inventory	6.1	Custom Inventory	7.0
Altiris	Custom Inventory	6.1	Custom Inventory	7.0
Altiris	Custom Inventory	6.1	Custom Inventory	7.0
Altiris	Deployment Solution	6.8	Deployment Solution	6.9
Altiris	Inventory Solution	5.5	Inventory Solution	7.0
Altiris	Inventory Solution	5.5	Inventory Solution	7.0

Compliance History

Compliance History reports allow you to display, collate and sort historical compliance and downgraded license data. Access the Compliance History reports using the menu in the Reports workspace.

- ▶ Software Usage Items ☆
- ▲ Compliance ☆
 - ▶ Compliance Analysis ☆
 - ▶ Compliance Summary ☆
 - ▲ Compliance History ☆
 - Compliance History Report **NEW** ☆
 - ▶ Optimization ☆
 - ▶ Effective License Position ☆
 - ▶ Microsoft EA ☆
 - ▶ Audit Partner ☆
- ▶ System Logs ☆

Compliance History - Compliance History Report

The Compliance History - Compliance History Report shows compliance details for a baseline as set in the compliance workspace.

Columns

- Manufacturer
- Product
- Version
- Business Unit
- Deployed By
- Managed By
- Country Of Use
- Environment
- Discovered Metric
- License Metric
- Responsible
- Is Managed
- Usage Quantity
- License Quantity
- Compliance
- Available
- Estimated Shortfall Cost
- Estimated Overspend

Reports: Compliance History - Compliance History Report

Business Unit: Grouped: (Selected unit and everything below) Country of Use:

Baseline:

Manufacturer Contains +

Manufacturer	Product	Version	Business Unit	Deployed By	Managed E
2K Games	Civilization V		Company A	Company A	Company
3ivx.com	MPEG-4 Configurator	5.0	Company A	Company A	Company
AbleBits	Fuzzy Duplicate Finder in Excel	4.0	Company A	Company A	Company
Acoolsoft	Powerpoint 2 Video Converter	3.0	Company A	Company A	Company
Acoolsoft	PPT to Video Pro	3.2	Company A	Company A	Company
Acorah Software	TaxCalc	2.x	Company A	Company A	Company
Acorah Software	TaxCalc	2007	Company A	Company A	Company
Acorah Software	TaxCalc	2008	Company A	Company A	Company
Acorah Software	TaxCalc	2009	Company A	Company A	Company
Acorah Software	TaxCalc	2010	Company A	Company A	Company

Effective License Position

Effective License Position reports allow you to display, collate and sort Effective License Position data. This shows the number of licenses the organization owns and how this compares with actual usage. These reports are often requested by resellers and manufacturers to determine your compliance position. Access the Effective License Position reports using the links in the Reports workspace.

▷ Software Usage Items	☆
▲ Compliance	☆
▷ Compliance Analysis	☆
▷ Compliance Summary	☆
▲ Effective License Position	☆
ELP - Microsoft	☆
ELP - All Manufacturers	☆
2014 ELP - Microsoft	☆
2014 ELP - All Manufacturers	☆
▷ Microsoft EA	☆
▷ Audit Partner	☆
▷ System Logs	☆

Effective License Position - ELP - Microsoft

The Effective License Position - ELP - Microsoft report shows the Effective License Position for Microsoft products. It provides the complete Actual License Position information Microsoft require.

Columns

- Product Family
- Version
- MLS Volume Licenses
- FPP Licenses
- FPP Upgrades
- OEM Licenses
- Preliminary License Entitlement
- Identified by Inventory Discovery Tool
- Identified Manually
- Total Software Deployment
- Software Deployment vs License Entitlement
- License Allocation (+/-) Upgrades Downgrades etc
- Licensing Delta
- Comments
- Upgrade License Quantity
- Upgrade License Quantity (w/Maintenance)
- Notes

Reports: Effective License Position - ELP - Microsoft

Business Unit: Grouped: (Selected unit and everything below)

Product Family Contains +

Product Family	Version	MLS Volume Licenses	FPP Licenses	FPP Upgrades	OEM Licenses	Preliminary
Access	2000	21	0	0	0	
Access	2002	31	0	0	0	
Access	2003	2022	0	0	0	
Access	2007	3	0	0	0	
Access	2010	25	0	0	0	
Access	97	303	0	0	0	
AutoRoute	2001	0	0	0	0	
AutoRoute	2005	0	0	0	0	
AutoRoute	2007	0	0	0	0	
AutoRoute	5.0	0	0	0	0	
AutoRoute Euro	2005	1	0	0	0	
AutoRoute Euro	2007	1	0	0	0	
BizTalk Server	2004	0	0	0	0	
BizTalk Server Enterprise	2006 R2	1	0	0	0	
BizTalk Server Enterprise	2009	2	0	0	0	

Effective License Position - ELP - All Manufacturers

The Effective License Position - ELP - All Manufacturers report shows the Effective License Position across all manufacturers.

Columns

- Product Family
- Version
- MLS Volume Licenses
- FPP Licenses
- FPP Upgrades
- OEM Licenses
- Preliminary License Entitlement
- Identified by Inventory Discovered Tool
- Identified Manually
- Total Software Deployment
- Software Deployment vs License Entitlement
- License Allocation (+/-) Upgrades Downgrades etc
- Licensing Delta
- Comments
- Upgrade License Quantity
- Upgrade License Quantity (w/Maintenance)
- Notes

Reports: Effective License Position - ELP - All Manufacturers

Business Unit: Grouped: (Selected unit and everything below)

Manufacturer Contains +

Manufacturer	Product Family	Version	MLS Volume Licenses	FPP Licenses	FPP Upgrades	OEM
ABBYY	FineReader	10.0	0	1	0	
Acorah Software	TaxCalc	2011	0	1	0	
Acronis	Backup & Recovery Console	10.0	0	0	0	
Acronis	PXE Server	41.0	0	1	0	
Acronis	True Image	10.0	4	0	0	
Acronis	True Image	9.7	0	1	0	
Actuate	e.Report Designer Professional	8.0	0	4	0	
Adersoft	VbsEdit	3.6	0	2	0	
Adobe	Acrobat	4.0	357	0	0	
Adobe	Acrobat	6.0	1	0	0	
Adobe	Acrobat	7.0	0	0	0	
Adobe	Acrobat	X	1	0	0	
Adobe	Acrobat Distiller	4.0	9	0	0	
Adobe	Acrobat Distiller	5.0	1	0	0	
Adobe	Acrobat Professional	4.0	6	0	0	

Effective License Position - 2014 ELP - Microsoft

The Effective License Position - 2014 ELP - Microsoft report shows the Effective License Position for Microsoft products. This is the version of the report required from 2014. It provides the complete Actual License Position information Microsoft require.

Columns

- Product Pool
- Product Family
- Version
- Volume Licenses
- Active Software Assurance
- Other License
- FPP Licenses
- OEM Licenses
- License Entitlement
- Discovered by Inventory Discovery Tool Physical
- Discovered by Inventory Discovery Tool Virtual
- CALs / Identified Manually
- Active Software Assurance Requirement
- Total Software Deployed
- License Position before Downgrades
- Downgraded (-) or Downgrades Applied (+)
- Delta
- Comments
- Software Assurance Delta
- Unused Upgrade License
- Unused Upgrades (w/Maintenance)

Reports: Effective License Position - 2014 ELP - Microsoft

Business Unit: Grouped: (Selected unit and everything below)

Product Pool Contains +

Product Pool	Product Family	Version	Volume Licenses	Active Software Assurance	Other License	FPP Li
	Access	2000		0	0	
	Access	2013		0	0	
	Access	97		0	0	
	BizTalk Server Standard	2010		16	1	
	BizTalk Server Standard	2010		0	0	
	Desktop Optimization Pack for SA	2011 R2		800	800	
	Excel	97		0	0	
	Exchange Server - Enterprise	2003		8	0	
	Exchange Server - Enterprise	2007		2	0	
	Exchange Server - Enterprise	2010		1	1	
	Exchange Server - Standard	2003		6	0	
	Exchange Server - Standard	2007		2	0	
	FrontPage	2002		2	0	
	Halo	1.0		0	0	

Effective License Position - 2014 ELP - All Manufacturers

The Effective License Position - 2014 ELP - All Manufacturers report shows the Effective License Position across all manufacturers. This is the version of the report required from 2014.

Columns

- Manufacturer
- Product Family
- Version
- Volume Licenses
- Active Software Assurance
- Other License
- FPP Licenses
- OEM Licenses
- License Entitlement
- Discovered by Inventory Discovery Tool Physical
- Discovered by Inventory Discovery Tool Virtual
- CALs / Identified Manually
- Active Software Assurance Requirement
- Deployment Notes
- Total Software Deployed
- License Position before Downgrades
- Downgraded (-) or Downgrades Applied (+)
- Delta
- Comments
- Software Assurance Delta
- Unused Upgrade License
- Unused Upgrades (w/Maintenance)

Reports: Effective License Position - 2014 ELP - All Manufacturers

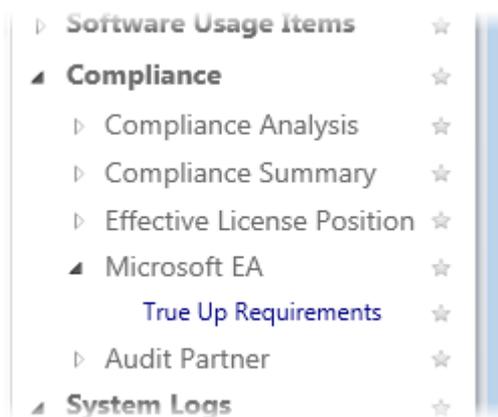
Business Unit: Grouped: (Selected unit and everything below)

Manufacturer Contains +

Manufacturer	Product Family	Version	Volume Licenses	Active Software Assurance	Other License	FPP Lic
Palisade Corp	@RISK	4.0	0	0		
Micrografx	ABC FlowCharter	3.0	0	0		
Micrografx	ABC Media Manager	6.0	0	0		
Microsoft	Access	2000	0	0		
Microsoft	Access	2013	0	0		
Microsoft	Access	97	0	0		
Adobe	Acrobat	4.0	357	0		
Adobe	Acrobat	6.0	1	0		
Adobe	Acrobat	7.0	0	0		
Adobe	Acrobat	X	1	1		
Adobe	Acrobat Distiller	4.0	9	0		
Adobe	Acrobat Distiller	5.0	1	0		
Adobe	Acrobat Professional	4.0	6	0		
Adobe	Acrobat Professional	7.0	8	0		
Adobe	Acrobat Professional	8.0	3	0		
Adobe	Acrobat Professional	9.0	110	0		

Microsoft EA

Microsoft EA reports allow you to display, collate and sort data relating to your organization's True-ups. Access the Microsoft EA reports using the menu in the Reports workspace.



True Up Requirements

The True Up Requirements report displays a list of True-up orders for your organization.

Columns

- Business Unit
- Manufacturer
- Agreement Name
- Agreement Number
- Enrolment Number
- Owner
- License

- Part Number
- Country of Use
- Quantity
- Cost Per License
- Total Cost
- Environment

Reports: Microsoft EA - True Up Requirements

Business Unit: Company A Grouped: (Selected unit and everything below) Country of Use: [All Countries]

Business Unit +

Business Unit	Manufacturer	Agreement Name	Agreement Number	Enrolment Number	Owner	
Div 2	IBM	Passport Advantage	43432434-43234		Bill Wyman	Tivoli Stor
Div 1	Microsoft	Select 6	71S67954	7133462		OfficeProPl
Div 1	Microsoft	Select 6	71S67954	7133462		VStudio .NE
xOracle	Oracle Corporation	Oracle	1223-2212-3343		Bob Smith	Enterprise E
xOracle	Oracle Corporation	Oracle	1223-2212-3343		Bob Smith	Enterprise E
xOracle	Oracle Corporation	Oracle	1223-2212-3343		Bob Smith	Enterprise E
xOracle	Oracle Corporation	Oracle	1223-2212-3343		Bob Smith	Enterprise E
Div 3	SalesLogix	Saleslogix VLS	SLX 1321233			SalesLogix I

Audit Partner

Audit Partner reports allow you to display, collate and sort data from across the License Manager database. These reports are often requested by an auditor to determine your compliance position. Access the Audit Partner reports using the links in the Reports workspace.

- ▶ Software Usage Items ☆
- ▲ Compliance ☆
 - ▶ Compliance Analysis ☆
 - ▶ Compliance Summary ☆
 - ▶ Effective License Position ☆
 - ▶ Microsoft EA ☆
 - ▲ Audit Partner ☆
 - ELP - SAM Services - Microsoft ☆
 - ELP Detailed - Microsoft ☆
 - ELP Detailed - All Manufacturers ☆
- ▲ System Logs ☆

Audit Partner - ELP - SAM Services - Microsoft

The Audit Partner - ELP - SAM Services - Microsoft report shows the SAM Services across the organization.

Columns

- Product Family
- Version
- MLS Volume Licenses at Start Date
- FPP/OEM
- Licenses Purchased After Review Started
- Preliminary License Entitlement
- Tool Data
- Manual
- Total
- Software Deployment vs License Entitlement
- License Allocation (+/-) Upgrades Downgrades etc
- End License Position
- Comments

Reports: Audit Partner - ELP - SAM Services - Microsoft

Business Unit: Grouped: (Selected unit and everything below)

Product Family: Contains +

Product Family	Version	MLS Volume Licenses at Start Date	FPP/OEM	Licenses Purchased after Review
Access	2000	21	0	
Access	2002	31	0	
Access	2003	2022	0	
Access	2007	3	0	
Access	2010	25	0	
Access	97	303	0	
AutoRoute	2001	0	0	
AutoRoute	2005	0	0	
AutoRoute	2007	0	0	
AutoRoute	5.0	0	0	
AutoRoute Euro	2005	1	0	
AutoRoute Euro	2007	1	0	
BizTalk Server	2004	0	0	
BizTalk Server Enterprise	2006 R2	1	0	
BizTalk Server Enterprise	2009	2	0	

Audit Partner - ELP Detailed - Microsoft

The Audit Partner - ELP Detailed - Microsoft Report shows the Effective License Position: the number of licenses the organization owns and how this compares with actual usage. It provides the complete Actual License Position information Microsoft require.

Columns

- Product Family
- Version
- Non-conforming
- Product Name
- Non-EA Volume Licenses
- Active EA
- Old EA
- Contracts
- MLS Volume Licenses
- FPP Licenses

- MLP Licenses
- FPP Upgrades
- OEM Licenses
- Preliminary License Entitlement
- Identified by Inventory Discovered Tool
- Identified Manually
- Total Software Deployment
- Software Deployment vs License Entitlement
- License Allocation (+/-) Upgrades Downgrades etc
- Licensing Delta
- Comments
- Upgrade License Quantity
- Upgrade License Quantity (w/Maintenance)
- Notes

Reports: Audit Partner - ELP Detailed - Microsoft

Business Unit: Company A Grouped: (Selected unit and everything below)

Product Family: Contains: +

Product Family	Version	Non-conforming	Product Name	Non-EA
Access	2000	Private	Access	
Access	2002	Private	Access	
Access	2003	Private	Access	
Access	2007	Private	Access	
Access	2010	Non-conformant name	Access	
Access	97	Private	Access	
AutoRoute	2001	Non-conformant name	AutoRoute	
AutoRoute	2005	Non-conformant name	AutoRoute	
AutoRoute	2007	Non-conformant name	AutoRoute	
AutoRoute	5.0	Non-conformant name	AutoRoute	
AutoRoute Euro	2005	Private	AutoRoute Euro	
AutoRoute Euro	2007	Private	AutoRoute Euro	
BizTalk Server	2004	Non-conformant name	BizTalk Server	
BizTalk Server Enterprise	2006 R2	Private	BizTalk Server Enterprise	
BizTalk Server Enterprise	2009	Private	BizTalk Server Enterprise	

Audit Partner - ELP Detailed - All Manufacturers

The Audit Partner - ELP Detailed - All Manufacturers report shows the Effective License Position for all manufacturers.

Columns

- Manufacturer
- Product Family
- Version
- Non-Conforming
- Product Name
- Non-EA Volume License
- Active EA
- Old EA
- Contracts
- MLS Volume Licenses

- FPP Licenses
- MLP Licenses
- FPP Upgrades
- OEM Licenses
- Preliminary License Entitlement
- Identified by Inventory Discovered Tool
- Identified Manually
- Total Software Deployment
- Software Deployment vs License Entitlement
- License Allocation (+/-) Upgrades Downgrades etc
- Licensing Delta
- Comments
- Upgrade License Quantity
- Upgrade License Quantity (w/Maintenance)
- Notes

Reports: Audit Partner - ELP Detailed - All Manufacturers

Business Unit: Company A Grouped: (Selected unit and everything below)

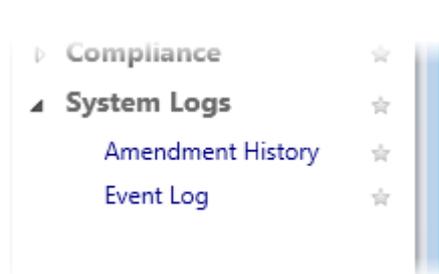
Manufacturer Contains +

Manufacturer	Product Family	Version	Non-conforming	Product Name	Non-EA Volum
3ivx.com	MPEG-4 Configurator	5.0	Non-conformant name	MPEG-4 Configurator	
Active Database Software	FlySpeed SQL Query	2.5	Non-conformant name	FlySpeed SQL Query	
Active Database Software	FlySpeed SQL Query	2.7	Non-conformant name	FlySpeed SQL Query	
Adept SQL Tools	AdeptSQL Diff	1.9	Non-conformant name	AdeptSQL Diff	
Adobe	Acrobat	7.0	Non-conformant name	Acrobat	
Adobe	Acrobat	9.0	Non-conformant name	Acrobat	
Adobe	Acrobat	9.3	Non-conformant name	Acrobat	
Adobe	Acrobat Distiller	7.0	Non-conformant name	Acrobat Distiller	
Adobe	Acrobat Distiller	9.0	Non-conformant name	Acrobat Distiller	
Adobe	Acrobat Distiller	9.3	Non-conformant name	Acrobat Distiller	
Adobe	Acrobat Elements		Non-conformant name	Acrobat Elements	
Adobe	Acrobat Elements	7.0	Non-conformant name	Acrobat Elements	
Adobe	Acrobat Elements	9.0	Non-conformant name	Acrobat Elements	
Adobe	Acrobat Pro	10	Non-conformant name	Acrobat Pro	
Adobe	Acrobat Professional	8.0	Non-conformant name	Acrobat Professional	

System Logs Reports

System Logs

The System Logs reports section contains technical reports about the License Manager application. Access these reports using the links in the Reports workspace.



System Logs - Amendment History

The System Logs - Amendment History report shows events (user activity) in the License Records workspace and the Contract Records workspace. Use this report to find out which items were added and removed to either workspace, who made the changes and when the changes were made.

Columns

- Event ID
- User
- Date Changed
- Action
- Item Type
- Description
- Item ID
- Item Name
- Manufacturer
- Product
- Quantity
- OU Name
- Version
- Action Type

Reports: System Logs - Amendment History

Event ID	User	Date Changed	Action	Item Type	Description	Item ID	
4	robinsonse	4/7/2011 4:38:14 PM	0	Licence Inventory	Allocated base licences	379	Publisher 2000 W
5	robinsonse	4/7/2011 4:38:14 PM	0	Licence Inventory	Allocated base licences	588	FrontPage 2000 V
6	robinsonse	4/7/2011 4:38:14 PM	0	Licence Inventory	Allocated base licences	46	Project 2000 Win
7	robinsonse	4/7/2011 4:38:14 PM	0	Licence Inventory	Allocated base licences	171	Office Pro 2000 V
8	robinsonse	4/7/2011 4:38:14 PM	0	Licence Inventory	Allocated base licences	171	Office Pro 2000 V
9	robinsonse	4/7/2011 4:38:14 PM	0	Licence Inventory	Allocated base licences	171	Office Pro 2000 V
10	robinsonse	4/7/2011 4:38:14 PM	0	Licence Inventory	Allocated base licences	171	Office Pro 2000 V
11	robinsonse	4/7/2011 4:38:14 PM	0	Licence Inventory	Allocated base licences	55	Project 2000 Win
12	robinsonse	4/7/2011 4:38:15 PM	0	Licence Inventory	Allocated base licences	54	Publisher 2000 W
13	robinsonse	4/7/2011 4:38:15 PM	0	Licence Inventory	Allocated base licences	54	Publisher 2000 W
14	robinsonse	4/7/2011 4:38:15 PM	0	Licence Inventory	Allocated base licences	387	Office Pro Win32
15	robinsonse	4/7/2011 4:38:15 PM	0	Licence Inventory	Allocated base licences	387	Office Pro Win32
16	robinsonse	4/7/2011 4:38:15 PM	0	Licence Inventory	Allocated base licences	387	Office Pro Win32
17	robinsonse	4/7/2011 4:38:15 PM	0	Licence Inventory	Allocated base licences	387	Office Pro Win32
18	robinsonse	4/7/2011 4:38:15 PM	0	Licence Inventory	Allocated base licences	387	Office Pro Win32
19	robinsonse	4/7/2011 4:38:15 PM	0	Licence Inventory	Allocated base licences	387	Office Pro Win32
20	robinsonse	4/7/2011 4:38:15 PM	0	Licence Inventory	Allocated base licences	387	Office Pro Win32

System Logs - Event Log

The System Logs - Event Log Report shows events (user actions) in License Manager. Use this report to track every event, from database changes to technical details such as when the application was opened and closed.

Columns

- Event ID
- User

- Date Changed
- Action
- Item Type
- Description
- Item ID
- Item Name
- Manufacturer
- Product
- Quantity
- OU Name
- Version
- Action Type

Reports: System Logs - Event Log

Event ID	User	Date Changed	Action	Item Type	Description	Item ID
1	robinsonse	2/2/2011 9:52:37 AM	0		Application Started	-1
2	robinsonse	4/7/2011 4:37:20 PM	0		Application Exited	-1
3	robinsonse	4/7/2011 4:37:24 PM	0		Application Started	-1
4	robinsonse	4/7/2011 4:38:14 PM	0	Licence Inventory	Allocated base licences	379 Publisher 2000 V
5	robinsonse	4/7/2011 4:38:14 PM	0	Licence Inventory	Allocated base licences	588 FrontPage 2000 V
6	robinsonse	4/7/2011 4:38:14 PM	0	Licence Inventory	Allocated base licences	46 Project 2000 Wir
7	robinsonse	4/7/2011 4:38:14 PM	0	Licence Inventory	Allocated base licences	171 Office Pro 2000 \
8	robinsonse	4/7/2011 4:38:14 PM	0	Licence Inventory	Allocated base licences	171 Office Pro 2000 \
9	robinsonse	4/7/2011 4:38:14 PM	0	Licence Inventory	Allocated base licences	171 Office Pro 2000 \
10	robinsonse	4/7/2011 4:38:14 PM	0	Licence Inventory	Allocated base licences	171 Office Pro 2000 \
11	robinsonse	4/7/2011 4:38:14 PM	0	Licence Inventory	Allocated base licences	55 Project 2000 Wir
12	robinsonse	4/7/2011 4:38:15 PM	0	Licence Inventory	Allocated base licences	54 Publisher 2000 V
13	robinsonse	4/7/2011 4:38:15 PM	0	Licence Inventory	Allocated base licences	54 Publisher 2000 V
14	robinsonse	4/7/2011 4:38:15 PM	0	Licence Inventory	Allocated base licences	387 Office Pro Win32
15	robinsonse	4/7/2011 4:38:15 PM	0	Licence Inventory	Allocated base licences	387 Office Pro Win32
16	robinsonse	4/7/2011 4:38:15 PM	0	Licence Inventory	Allocated base licences	387 Office Pro Win32
17	robinsonse	4/7/2011 4:38:15 PM	0	Licence Inventory	Allocated base licences	387 Office Pro Win32

Dictionary Reports

Dictionary

The Dictionary reports contains reports about the Dictionaries workspace. Access these reports using the links in the Reports workspace.



Dictionary - Vendors with downgrades permitted

The Dictionary - Vendors with downgrades permitted report shows all vendors in that permit downgrades to be applied to base licenses.

Columns

- Manufacturer
- URL
- Downgrade Steps

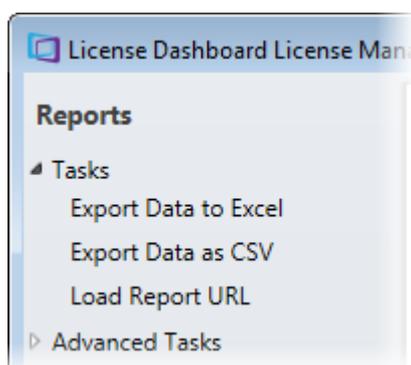
Reports: Dictionary - Vendors with downgrades permitted

Manufacturer Contains + Back Share

Manufacturer	URL	Downgrade Steps
Adobe	www.adobe.com	Unlimited
MadCap Software	www.madcapsoftware.com	Unlimited
Microsoft	www.microsoft.com	Unlimited

Reports Tasks

There are three tasks that can be performed in the Reports workspace. The tasks become available when you view a report.



There are three main tasks in the Reports workspace.

- The [Export Data to Excel](#) task allows you to export the report to an Excel spreadsheet.
- The [Export Data as CSV](#) task allows you to export the report as a .CSV file.
- The [Load Report URL](#) task allows you to load a report that has been published to a URL.

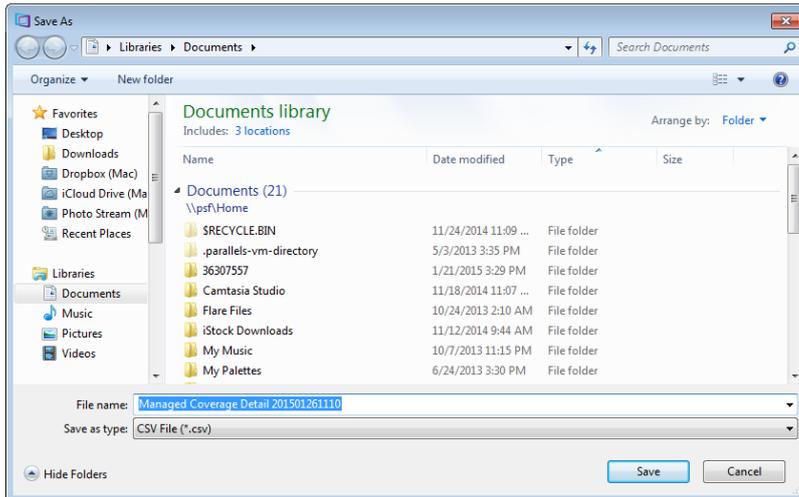
Please note, the Export Data tasks includes any filters that have been applied to the report. For more information on filters, please see the topic [How to Refine and Sort Report Data](#).

There are no Advanced Tasks in the Reports workspace.

Export Data as CSV

The Export Data as CSV task allows you to export a report as a .CSV file.

1. Click **Export Data as CSV** in the Tasks list.

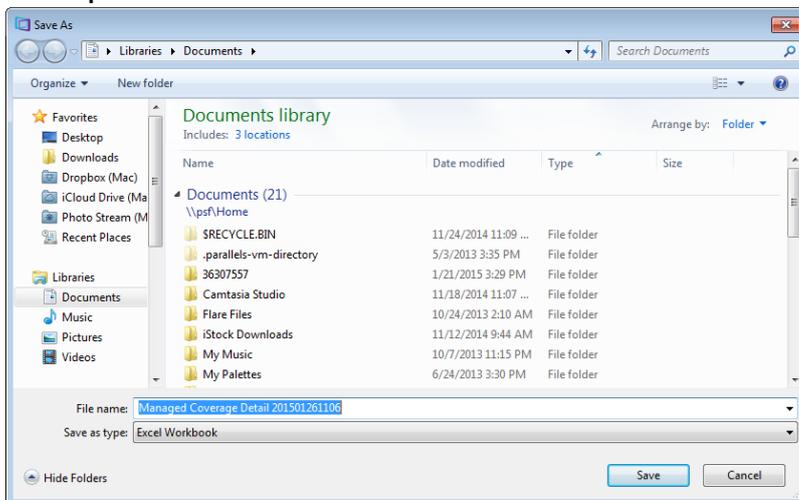


2. Navigate to where you want to save the CSV file.
3. Name the file and click **Save**. The data has now been exported.

Export Data to Excel

The Export Data as CSV task allows you to export a report as a .CSV file.

1. Click **Export Data to Excel** in the Tasks list.

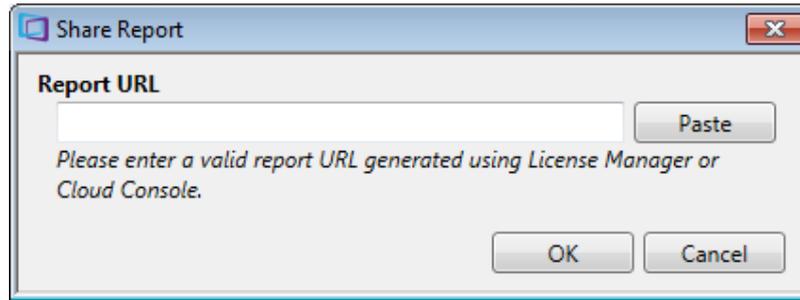


2. Navigate to where you want to save the Excel file.
3. Name the file and click **Save**. The data has now been exported.

Load Report URL

The Load Report URL task allows you to load a report that has been published to a URL.

1. Click Load Report URL in the Tasks list. The Share Report window is displayed.



2. Type or paste the URL into the Report URL field.
3. Click **OK**. The report is displayed.

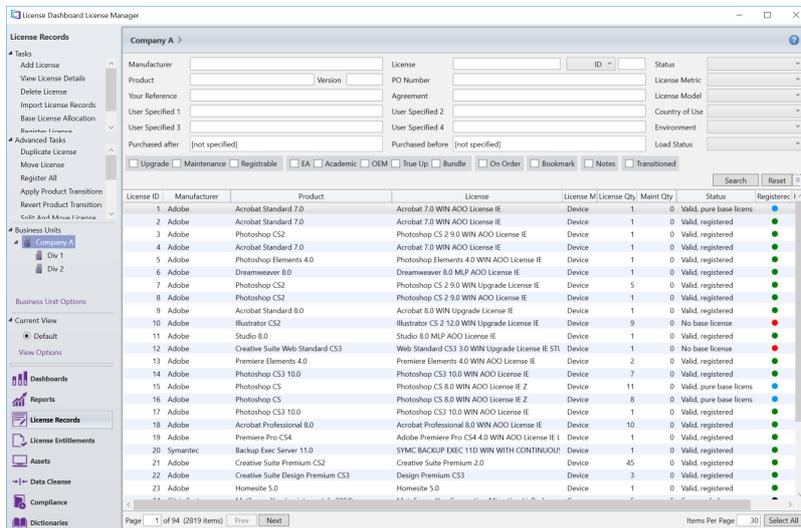
LICENSE RECORDS

The License Records workspace is used to record an organization's License Agreements and Enterprise Agreements. *Please refer to the [Contract Records workspace](#) help pages for how to record Contract License agreements.*

License evidence is usually provided by Manufacturers or Resellers. Use the workspace to record OEM, VLA and FPP licenses.

Click **License Records** in the workspace navigation pane to open the workspace. The License Records workspace defaults to a view showing Licenses for the [Business Unit](#) you have selected.

In the screenshot below, the workspace shows the License Records for the **Company A** Business Unit. Notice that Company A is selected in the pane on the left hand side of the screen and in the breadcrumb trail at the top.



Status of a License

The Registered column in the License Records workspace is used to highlight the status of a license.

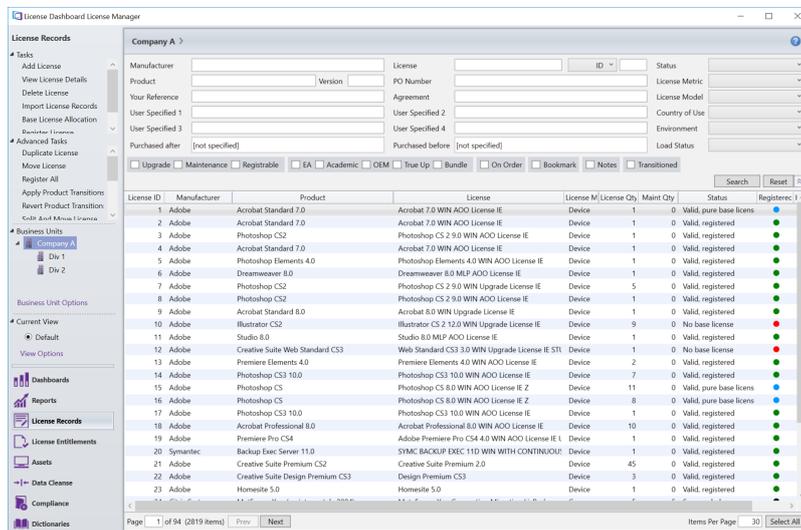
License ID	Manufactu	Product	License	Country of Use	License M	License Q	Maint Q	Status	Registered
450	Microsoft	Access 2002	Access 2002 Win32 English MV	United Kingdo	Device	1	0	Valid, registered	●
537	Microsoft	Access 97	Access 97 Win32 English Intl M	United Kingdo	Device	303	0	Valid, pure base lice	●
653	Microsoft	Access 2002	Access 2002 Win32 English MV	United Kingdo	Device	1	0	Valid, registered	●
204	Microsoft	Access 2003	Access 2003 Win32 English MV	United Kingdo	Device	1	0	Valid, registered	●
215	Microsoft	Access 2003	Access 2003 Win32 English MV	United Kingdo	Device	4	0	Valid, registered	●
467	Microsoft	Access 2007	Access 2007 Sngl MVL	United Kingdo	Device	1	0	Valid, registered	●
15	Microsoft	Access 2003	Access 2003 Win32 English MV	United Kingdo	Device	1	0	Valid, not registered	●
31	Microsoft	Access 2003	Access 2003 Win32 English MV	United Kingdo	Device	1	0	Valid, not registered	●
127	Microsoft	Access 2003	Access 2003 Win32 English MV	United Kingdo	Device	1	0	Valid, not registered	●
720	Microsoft	Access 2003	Access 2003 Win32 English MV	United Kingdo	Device	1	0	Valid, registered	●
851	Microsoft	Access 2003	Access 2003 Win32 English MV	United Kingdo	Device	1	0	Valid, not registered	●
916	Microsoft	Access 2010	Access 2010 Win32 English MV	United Kingdo	Device	25	0	Valid, not registered	●
606	Microsoft	Access 2007	Access 2007 Sngl MVL	United Kingdo	Device	2	0	Valid, registered	●
627	Microsoft	Access 2003	Access 2003 Win32 English MV	United Kingdo	Device	2	0	Valid, registered	●
632	Microsoft	Access 2003	Access 2003 Win32 English MV	United Kingdo	Device	1	0	Valid, registered	●
1056	Adobe	Acrobat 9.0	Maintenance	United Kingdo	Device	0	1	No base license	●
886	Adobe	Acrobat Professional 9.0	Acrobat Professional 9.0 WIN A	United Kingdo	Device	4	0	Valid, not registered	●

The status is color-coded.

- Green indicates that a license is valid and registered.
- Orange indicates that a license is partially registered or not registered.
- Red indicates that a license that cannot be registered.
- Dark Blue indicates that a license is a pure base license.
- Blue/Orange indicates that a license is a pure base license that is partially available.
- Blue/Green indicates that a license is a pure base license and registered.
- Orange/Green indicates that a license is partially registered.
- Red/Orange indicates that a license has insufficient base licenses.
- Black indicates that a license has expired or has been superseded.

How to Navigate The License Records Workspace

In the screenshot below, the workspace shows the License Records for the **Company A** Business Unit. Notice that Company A is selected in the pane on the left hand side of the screen.

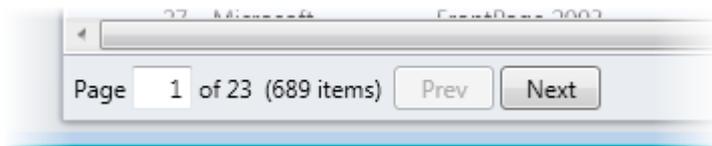


Click any license in the list to select it.

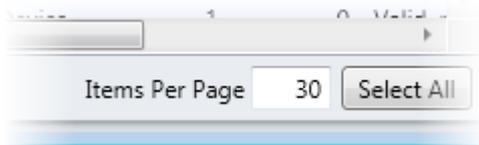
Click **Select All** to select every license in the list.



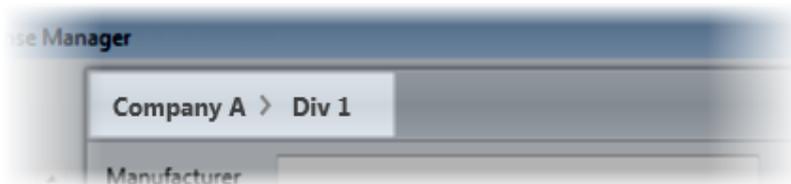
Use the Prev and Next buttons to jump to another page and show more items. Alternatively, type the page number and press **Enter**.



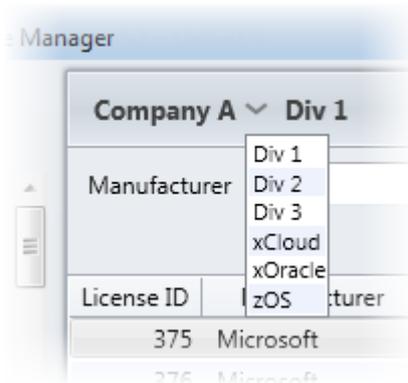
The list can be altered to display a different number of items per page. Type the number of items to be displayed in the list and press **Enter**.



The breadcrumb trail at the top of the workspace also confirms the selected Business Unit.



Click  to the right of the parent Business Unit to show a list of its child Business Units, then click any child Business Unit to view its License Records.



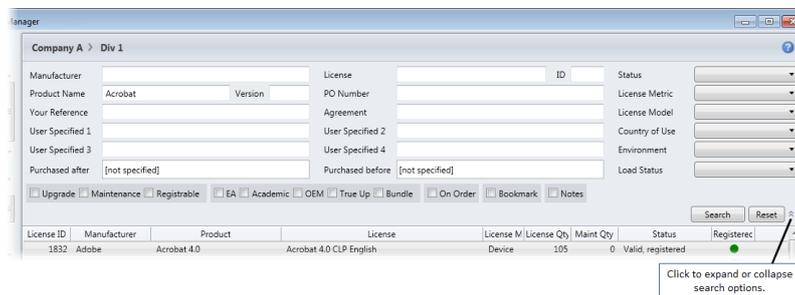
How to Organize The License Records Workspace

The License Records workspace can be organized in three ways.

- The list can be [searched](#).
- The list can be [filtered](#) to limit the items displayed.
- The list can be [sorted](#) using the column headings.

Searching the License Records

Use the Search pane to filter the items displayed in the License Records list. To expand the Search pane options, click  icon.



Searches are cumulative. When you perform a Search, you can perform a second Search to narrow down your results. Click the **Reset** button to cancel all the current searches and filters and start again.

To Search, type in one or more fields and click **Search** to display the results. You may search by:

- The name of the **Manufacturer**.
- The **License Name**.
- The License **ID** number.
- The **Product Name**.
- The product **Version** number.
- The **PO number** (purchase order).
- **Your Reference**.
- The **Agreement** name.
- **User Specified** additional license details.
- Licenses that have been **Purchased After** or **Purchased Before** a specific date.

Filtering the License Records

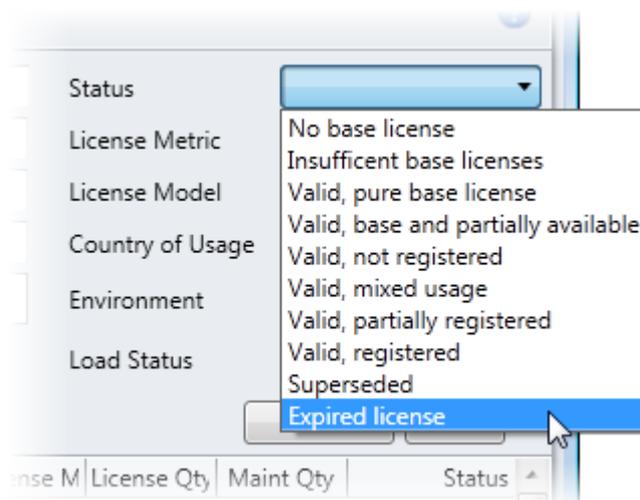
The list can also be filtered. The tick box filters can be applied and removed without having to reset the searches.



- Tick **Upgrade** to show only upgrade licenses.
- Tick **Maintenance** to show only maintenance licenses.
- Tick **Registrable** to show only registrable licenses.
- Tick **EA** to show only enterprise agreement licenses.
- Tick **Academic** to show only licenses that have an academic discount. These can only be used on Academic eligible devices.
- Tick **OEM** to show only OEM licenses.
- Tick **True Up** to show only true-up licenses.
- Tick **Bundle** to show only licenses that are part of bundles.
- Tick **On Order** to show licenses that are on order.
- Tick **Bookmark** to show licenses that have a bookmark.

Further filtering options are selected using drop-down lists. You can filter by the following options.

License Status

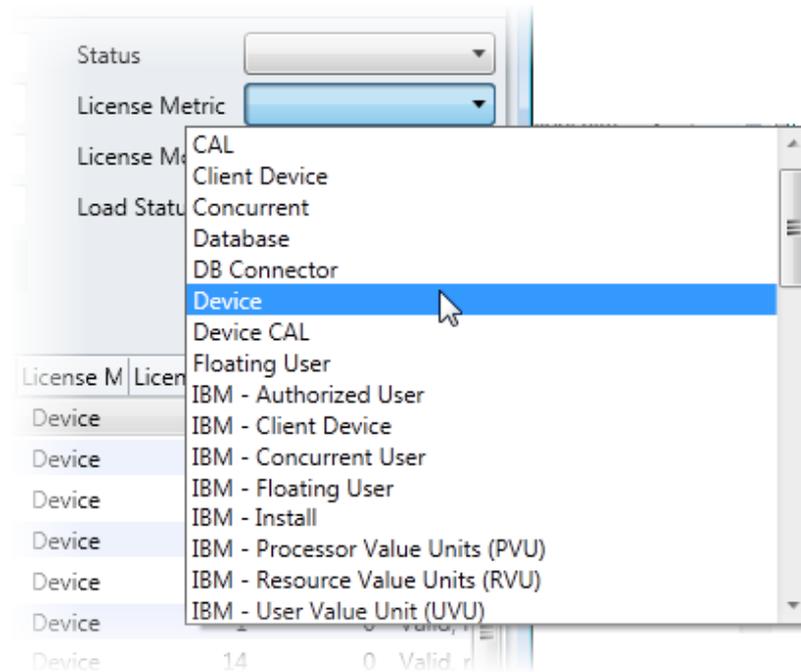


- Choose **No base license** to show Upgrade Licenses not allocated to a Base License.
- Choose **Insufficient base licenses** to show Upgrade Licenses with insufficient Base Licenses to allocate them to.
- Choose **Valid, pure base license** to show Base Licenses available for Upgrades.
- Chooses **Valid, base and partially available** to show Base Licenses that are partially available for Upgrades.
- Choose **Valid, not registered** to show unregistered Licenses.
- Choose **Valid, mixed usage** to show a combination of Base Licenses available for Upgrades and upgraded Base Licenses that are partially used as Base Licenses with the remainder being registered.
- Choose **Valid, partially registered** to show partially registered Licenses.
- Choose **Valid, registered** to show valid Licenses that have also been registered.
- Choose **Superseded** to show Licenses that have been Superseded.
- Choose **Expired license** to show Licenses that have expired.

Click the **Reset** button to cancel all the applied filters and searches.

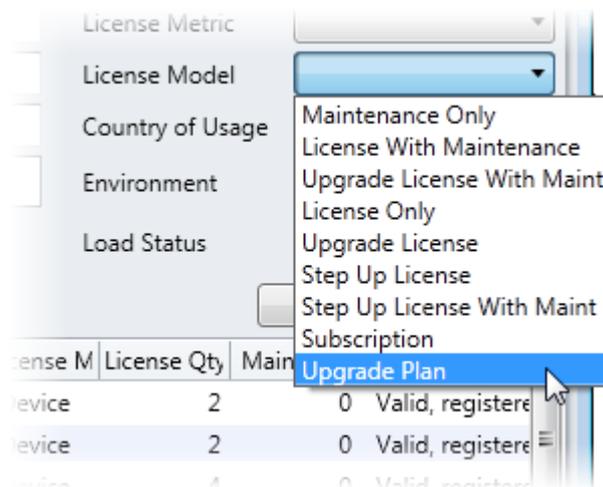
License Metric

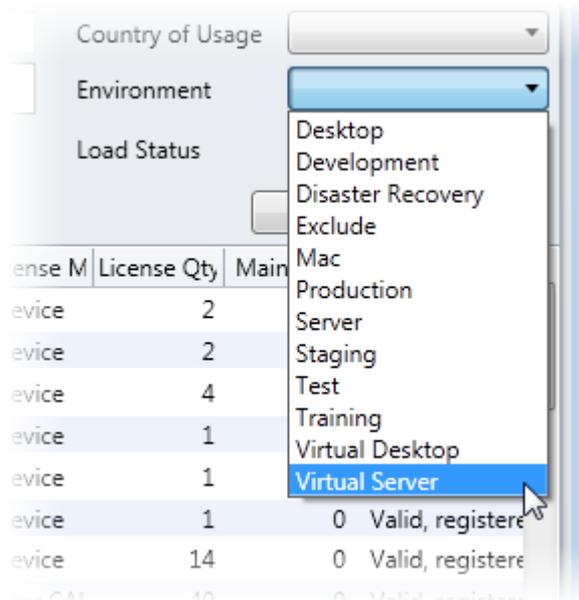
The License Metric field allows you to filter by metrics in your [dictionary](#). For example, a Device filter would only show Licenses where the install measurement metric is per device.



Click the **Reset** button to cancel all the applied filters and searches.

License Model

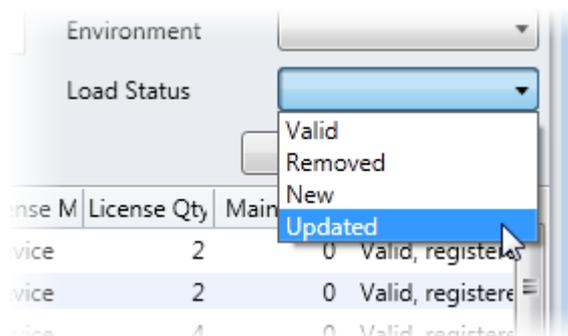




Click the **Reset** button to cancel all the applied filters and searches.

Load Status

A Load Status is applied to a License when multiple [License Records datasets have been imported](#). License Manager compares the last two imported datasets to determine the current Load Status of a License.



- Choose **Valid** to show currently valid and used Licenses that are unchanged in both datasets.
- Choose **Removed** to show Licenses from the previous dataset, but not in the latest.
- Choose **New** to show Licenses in the latest dataset, but not the previous one.
- Choose **Updated** to show Licenses where some details have changed.

Click the **Reset** button to cancel all the applied filters and searches.

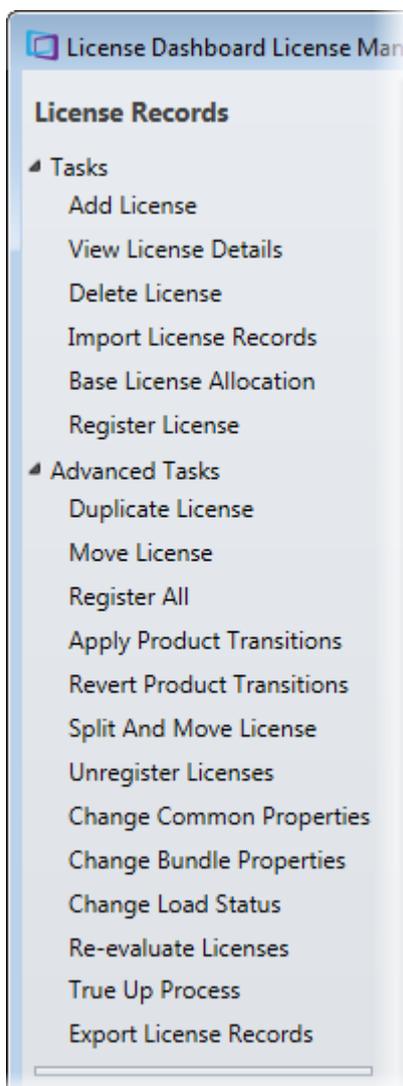
Sorting the License Records

Left-click on any column heading in the workspace pane to sort the data alphabetically or numerically. For example, you may choose to sort by Review Date or Status. The first click sorts the data in ascending order, and a second click sorts the data in descending order.

License ID	Manufacturer	Product	License	License M	License Qty	Maint Qty	
7	Microsoft	Office Standard 2007	OfficeStd 2007 SNGL MVL	Device	14	0	Valid
9	Microsoft	Exchange Standard CAL 2007	ExchStdCAL 2007 SNGL MVL UserCAL	User CAL	40	0	Valid

License Records Tasks

There are a number of tasks that can be performed in the License Records workspace. The tasks are split into a Tasks list and an Advanced Tasks list.



There are six main tasks in the License Records workspace.

- The [Add License](#) task allows you to add new licenses.
- The [View License Details](#) task allows you to view and edit the details of any license in the workspace.
- The [Delete License](#) task allows you to delete Licenses.
- The [Import License Records](#) task allows you to import license details from other sources.
- The [Base License Allocation](#) task allows you to find Upgrade, Maintenance Only or Step Up licenses that are not allocated to a Base License.
- The [Register License](#) task allows you to register a valid and unregistered license.

There are thirteen advanced tasks in the License Records workspace.

- The [Duplicate License](#) task allows you to make a copy of any license in the workspace.
- The [Move License](#) task allows you to move licenses between Business Units.
- The [Register All](#) task allows you to register valid and unregistered licenses.
- The [Apply Product Transitions](#) task allows you to review licenses held in License Manager and apply known vendor transitions where appropriate.
- The [Revert Product Transitions](#) task allows you to revert transitioned licenses to their original format
- The [Split and Move License](#) task allows you to split license entitlement between Business Units.
- The [Unregister License](#) task allows you to unregister licenses and unallocate Upgrade, Maintenance Only or Step Up licenses from Base Licenses.
- The [Change Common Properties](#) task allows you to change the same properties for multiple licenses.
- The [Change Bundle Properties](#) task allows you to mark either the bundle or its components as active.
- The [Change Load Status](#) task allows you to change the load status of a license.
- The [Re-evaluate Licenses](#) task allows you to evaluate the licenses in the License Records.
- The [True Up Process](#) task allows you to complete a Microsoft Enterprise Agreement True-Up.
- The [Export License Records](#) task allows you to export license details to a .XML file.

Add License

The Add License task allows you to add new Licenses to the License Records workspace.

1. Select the Business Unit the License applies to.
2. Click **Add License** in the Tasks List. The Add License form is displayed.

3. Select a **Manufacturer, Product and Version**.
4. Click **OK**.
5. Input the **License Information** details.

6. Input the remaining **Agreement Information** details.

Agreement Name	Agreement Number	Enrolment Number	Agreement Expiry
Open	7122025A880324	7126242	01-01-1991
Open	7122025A880324	7126242	01-04-2002
Open	7122025A880324	7126242	01-01-1999
Select 4	71-50251	7565174	30/06/2000
Select 5	71530076	837601	30/09/2003
Select 5	71530076	3005506	30/06/2003
Select 5	7156270	847264	30/06/2009
Select 5	7156282	847398	30/06/2008
Select 5	7156754	713462	30/09/2012
Select 5	7158486	8071570	30/09/2006
Select 5	7158529	402334	30/06/2005

7. Input the **Purchase/Invoice Information** details.

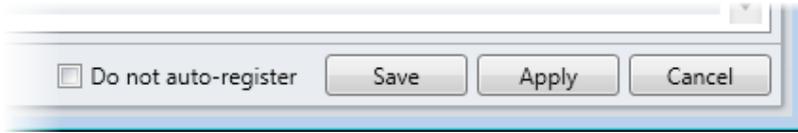
8. Input the **License Model** details.

9. Input the **License Constraints** details.

10. Input the **Proof of License** details.

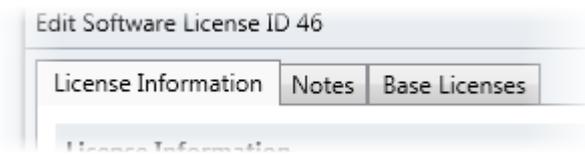
11. Input any **Additional** details. *Please Note: Use the [Application Settings task](#) to rename the User Specified fields.*

- Click **Save** to add the license and return to the License Records workspace. Click **Apply** to add the license and keep it open for editing. Please note, the **Do not auto-register** tick box can prevent License Manager from registering the new license. Please also refer to the Register License task.



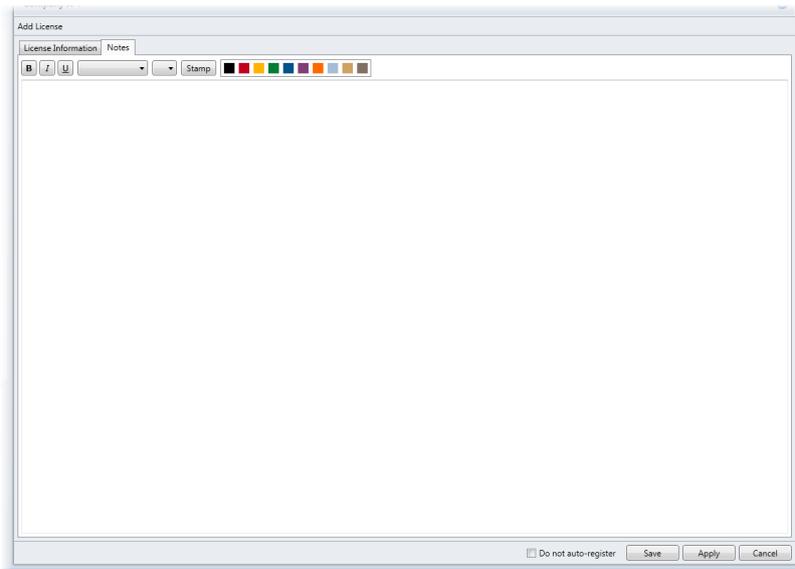
The new license is added to the License Records.

There are two further tabs that hold additional details of the license.

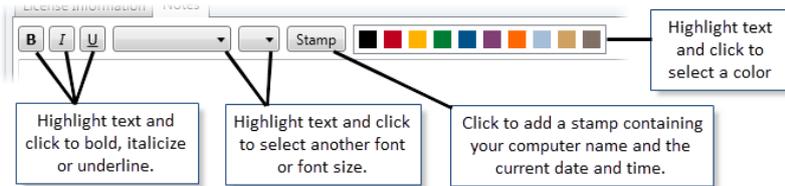


The Notes Tab

The notes tab allows you to add notes to the license.



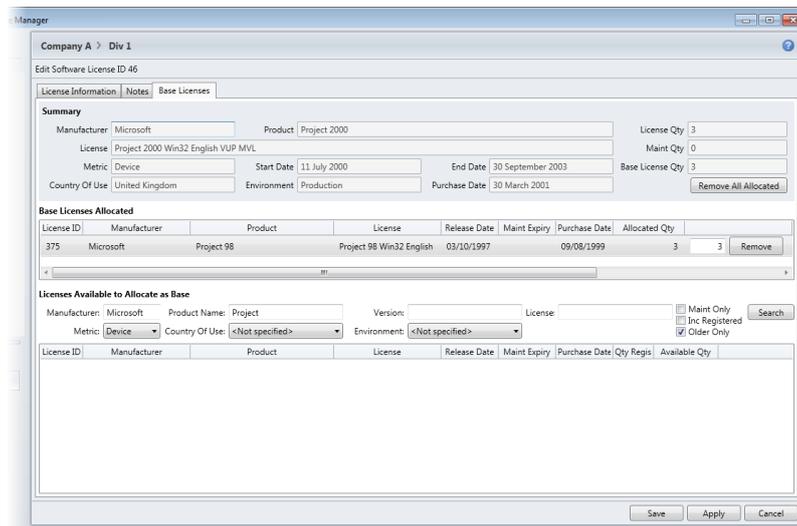
1. Type in the notes field.
2. Use the rich text editor to edit the look of the note.



- Click **Save** to save any changes and return to the License Records workspace.
- Click **Apply** to save any changes and remain in the View License Details task.

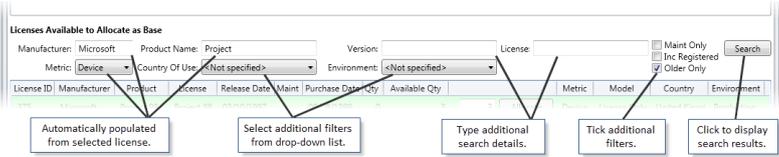
The Base License Tab

The Base License tab is only displayed for Upgrade and Maintenance licenses. Use the base license tab to allocate or remove base licenses from Upgrade or Maintenance licenses. An Upgrade or Maintenance license without allocated Base Licenses will display a status of No Base License or Insufficient Base Licenses.



How to Allocate Base Licenses

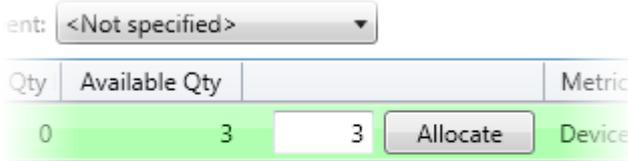
1. Use the search pane to search for Base Licenses.



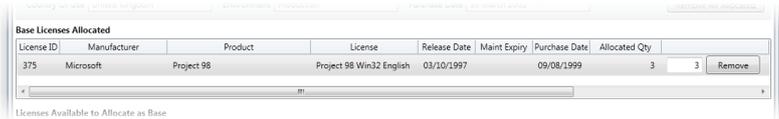
Available Base Licenses are displayed in green in the table below. The Available Qty column shows how many can be used to allocate Upgrade or Maintenance licenses to.



2. Type the quantity of available Base Licenses you want to allocate to the license.
3. Click **Allocate**.



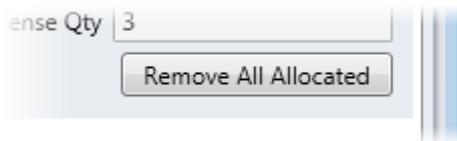
The license is allocated as a Base License and displays in the Base Licenses Allocated field.



- Click **Save** to save the change to the license and return to the License Records workspace.
- Click **Apply** to save the change to the license and remain in the View License Details task.

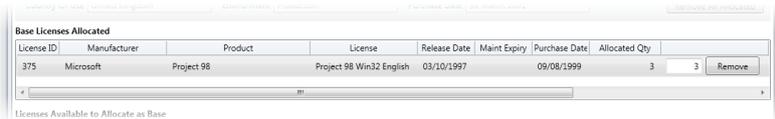
How to Remove Allocated Base Licenses

To remove all Allocated Base Licenses, click **Remove All Allocated** in the Summary pane.

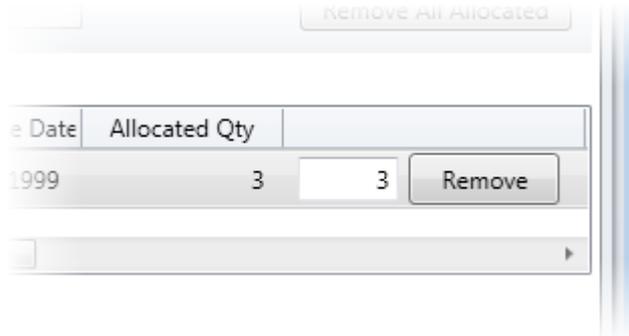


To remove a smaller quantity of Allocated Base Licenses, use the Remove button in the Base Licenses Allocated pane.

1. Select the Base License you want to remove.



2. Type the quantity of Base Licenses you want to remove.
3. Click **Remove**.



- Click **Save** to save the change to the license and return to the License Records workspace.
- Click **Apply** to save the change to the license and remain in the View License Details task.

Base License Allocation

The Base License Allocation task allows License Manager to allocate Base Licenses to Upgrades or Maintenance Only licenses. Step Up licenses need to be [allocated manually](#).

In the example below, there is an Adobe Acrobat 6.0 Base License and an Adobe Acrobat 7.0 Upgrade License that does not have an allocated Base License.

License ID	Manufacturer	Product	License	License M	License Qty	Maint Qty	Status	Re
1056	Adobe	Acrobat 6.0	Acrobat Professional 10.0 WIN AOO Licence IE	Device	20	0	Valid, not registered	
1057	Adobe	Acrobat 7.0	Acrobat Professional 10.0 WIN AOO Licence IE	Device	20	0	No base license	
887	Adobe	Contribute CS4	Contribute CS4 WIN AOO Licence IE	Device	4	4	Valid, registered	
885	Adobe	Acrobat Professional 9.0	Acrobat Professional 9.0 WIN AOO Licence IE	Device	4	0	Valid, registered	
886	Adobe	Acrobat Professional 9.0	Acrobat Professional 9.0 WIN AOO Licence IE	Device	4	0	Valid, registered	

1. Click **Base License Allocation** in the Tasks list. The Base License Allocation window is displayed.

Base License Allocation

Number of items with no base license:

Unallocated Upgrades: 51
 Unallocated Maintenance Only: 1
 Unallocated Step Ups Upgrades: 14

It is possible to automatically allocate base licenses to Upgrade or Maintenance Only licenses.
 Use the Automatically Allocate Base Licenses button to do this.

Restrictions

Selected business unit only
 All business units

Exactly match Country of Use
 Exactly match Environment

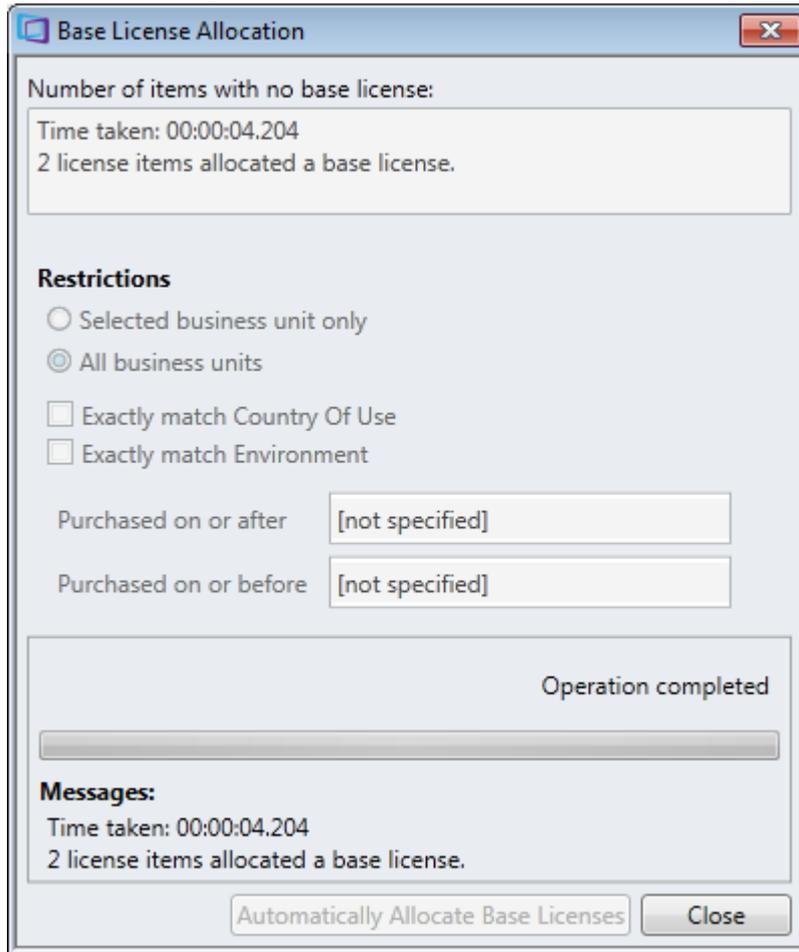
Purchased on or after [not specified]
 Purchased on or before [not specified]

Automatically Allocate Base Licenses **Close**

In the above example, License Manager has found ten upgrade licenses and ten maintenance only that do not have an allocated Base License. The results are collectively displayed for all Business Units.

2. Select the Restrictions of the Base License Allocation.
 - Base Licenses can be automatically allocated for all Business Units or just the currently selected Business Unit.
 - Base Licenses can be automatically allocated to licenses with the same Country of Use.
 - Base Licenses can be automatically allocated to licenses with the same Environment.
 - Base Licenses can be automatically allocated to licenses that have been purchased within a specific period.

- Click **Automatically Allocate Base Licenses**. A confirmation message is displayed.

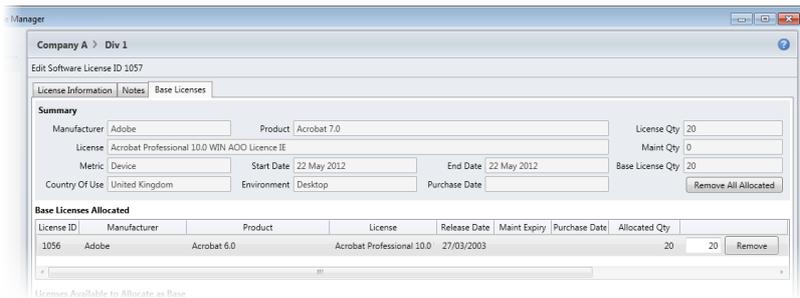


- Click **Close**.

The changes can be seen in the License Records workspace. In the below example, Adobe Acrobat 7.0 Upgrade License is now showing as Valid, not registered. The Acrobat 6.0 license now shows that it is being used as a Base License.

License ID	Manufacturer	Product	License	License M	License Qty	Maint Qty	Status	Re
1056	Adobe	Acrobat 6.0	Acrobat Professional 10.0 WIN AOO Licence IE	Device	20	0	Valid, pure base licens	
1057	Adobe	Acrobat 7.0	Acrobat Professional 10.0 WIN AOO Licence IE	Device	20	0	Valid, not registered	
887	Adobe	Contribute CS4	Contribute CS4 WIN AOO Licence IE	Device	4	4	Valid, registered	
885	Adobe	Acrobat Professional 9.0	Acrobat Professional 9.0 WIN AOO Licence IE	Device	4	0	Valid, registered	
886	Adobe	Acrobat Professional 9.0	Acrobat Professional 9.0 WIN AOO Licence IE	Device	4	0	Valid, registered	
1054	License Dashboard	License Dashboard 4	License Dashboard 4 Site Licence	Device	1	1	Valid, registered	
1055	LinkedIn	Outlook Toolbar 2.7	User1	Device	1	0	Valid, registered	

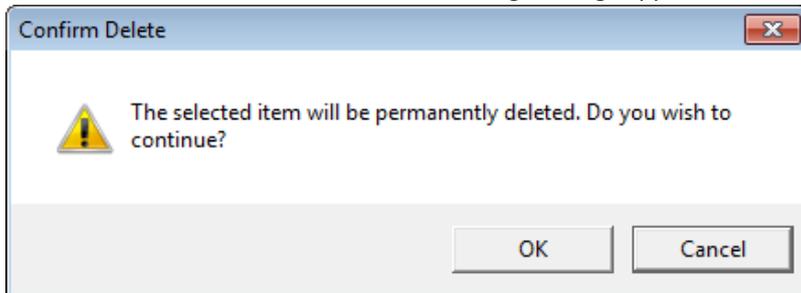
Double-click the Upgrade license and navigate to the Base License tab to view the allocated Base Licenses.



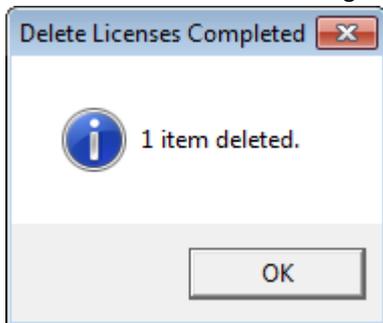
Delete License

The Delete License task allows you to delete licenses from the License Records workspace. You cannot delete a license if it is registered or used as a Base License for an Upgrade or Maintenance license. Please refer to the [View License Details](#), [Unallocate Base License](#) and [Unregister License](#) pages for further guidance.

1. Select the license you want to delete.
2. Click **Delete License** in the Tasks List. A warning message appears.



3. Click **OK**. A confirmation message appears.



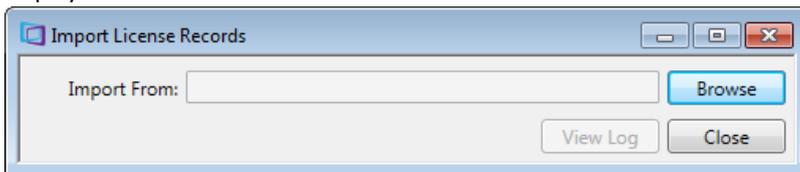
4. Click **OK**. The license has now been deleted.

Import License Records

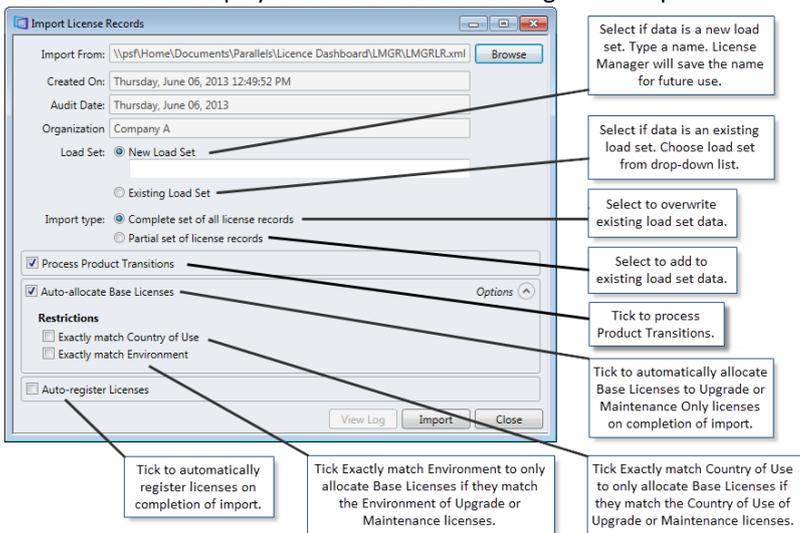
The Import License Records Task allows you to import license details. You can import data from a MLS file or the .XML License Dashboard License Records template. License Manager is able to recognize the file type you have chosen to import.

*Please note, the **License Dashboard License Records.xlsx** template is provided with the License Manager install files. This can be found in C:\Programs Files\License Dashboard\License Manager\Templates or C:\Programs Files (x86)\License Dashboard\License Manager\Templates. Use this template to import license records data into License Manager. Open the Excel file, complete the required fields and save it as a .XML file to import into License Manager.*

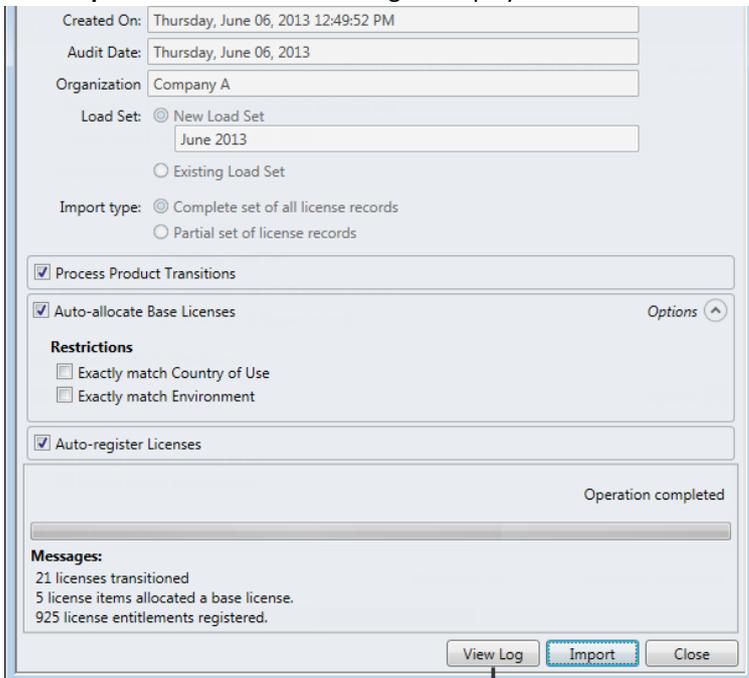
1. Click **Import License Records** in the Tasks list. The Import License Records window is displayed.



2. Click **Browse**.
3. Navigate to where the import file is saved. Select it and click **Open**. The Import License Records window displays additional details relating to the import file.



4. Select the import options.
5. Click **Import**. A confirmation message is displayed.



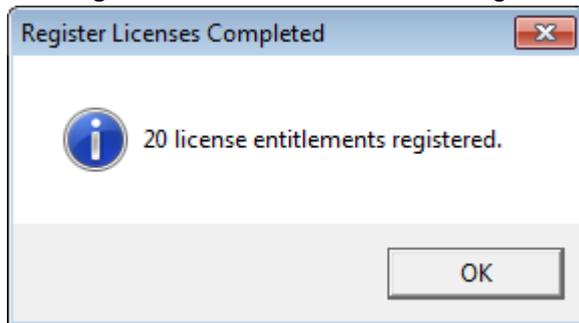
Click to view a summary of the import.

6. Click **Close**.

Register License

The Register License task allows you to register any valid and unregistered license in the License Records workspace.

1. Select the license to register.
2. Click **Register License**. A confirmation message is displayed.



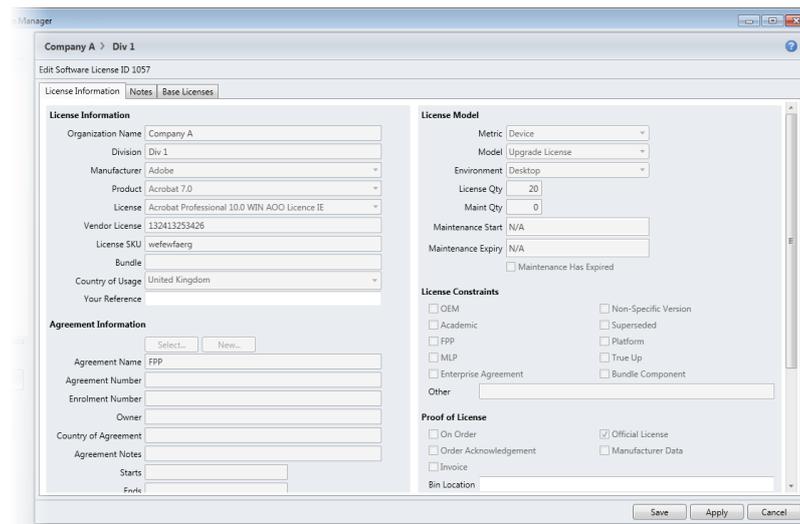
3. Click **OK**. The license is displayed in the License Records workspace as registered.

1059	Microsoft	Office Professional 2010	Office Pro 2003 Win32 English MVL	Device	50	0	Valid, not registered
1063	Adobe	Acrobat 6.0	Acrobat Professional 10.0 WIN AOO Licence IE	Device	20	0	Valid, base license
1064	Adobe	Acrobat 7.0	Acrobat Professional 10.0 WIN AOO Licence IE	Device	20	0	Valid, registered

View License Details

The View License Details task allows you to view and edit the details of any license in the workspace.

Select the license and click **View License Details** in the tasks list. Alternatively, double-click on a license in the workspace.



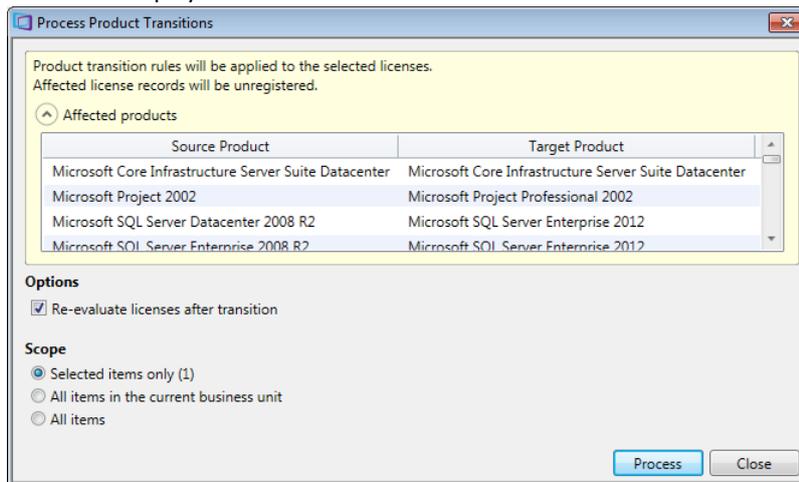
You can overwrite any details of the license. Please refer to the [Add License](#) help page for an overview of the license information tab.

- Click **Save** to save any changes and return to the License Records workspace.
- Click **Apply** to save any changes and remain in the View License Details task.

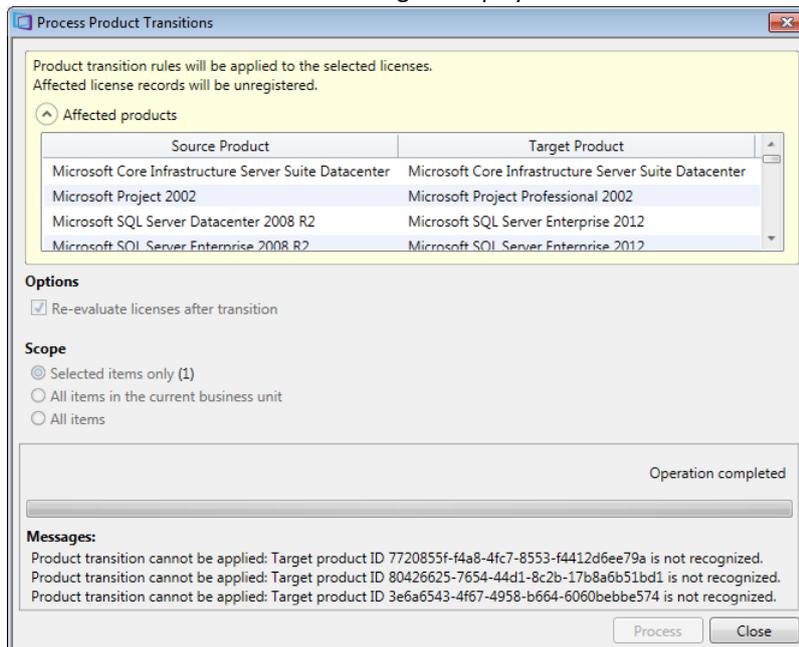
Apply Product Transitions

The Apply Product Transitions task allows you to review licenses held in License Manager and apply known vendor transitions where appropriate.

1. Click **Apply Product Transitions** in the Advanced Tasks list. The Process Product Transitions window is displayed.



2. Tick **Re-evaluate licenses after transition** to re-evaluate all licenses after the process is complete.
3. Select the **Scope**.
 - Select **Selected items only** to apply transitions to selected licenses.
 - Select **All items in the current business unit** to apply transitions to licenses in the business unit you are viewing.
 - Select **All items** to apply transitions to licenses in all business units.
4. Click **Process**. A confirmation message is displayed.

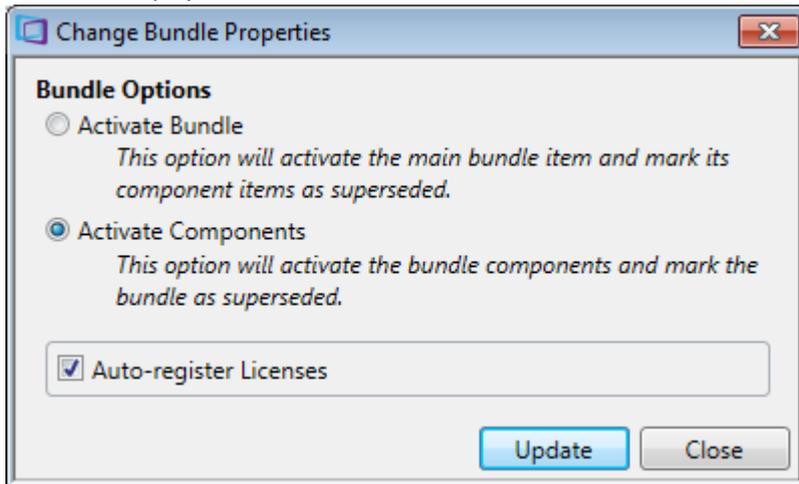


5. Click **Close**.

Change Bundle Properties

A bundle and all of its components are stored in the License Records workspace. The Change Bundle Properties task allows you to mark either the bundle or its components active. If the bundle is active, its components are marked as Superseded. If the components of a bundle are active, the bundle is marked as Superseded.

1. Select the bundle you want to change.
2. Click **Change Bundle Properties** in the Advanced Tasks list. The Change Bundle Properties window is displayed.

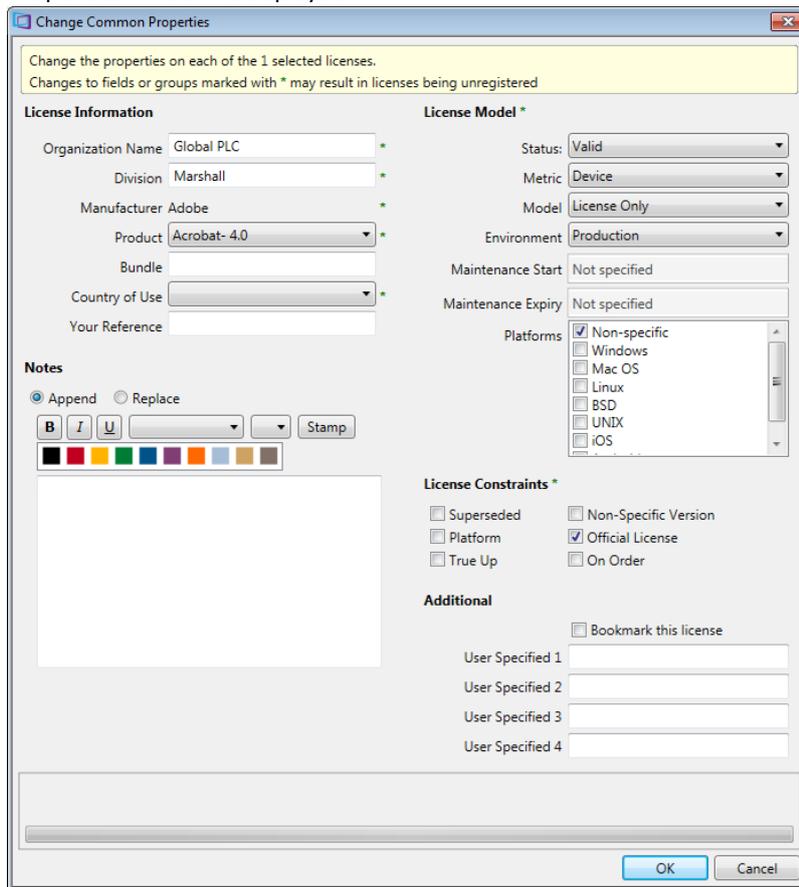


3. Select whether to activate the bundle or the components of a bundle.
4. Tick **Auto-register Licenses** to automatically register the Licenses in the bundle.
5. Click **Update**. The bundle or its components are activated.

Change Common Properties

The Change Common Properties task allows you to change the properties of multiple licenses at the same time.

1. Select the licenses you want to change.
2. Click **Change Common Properties** in the Advanced Tasks list. The Change Common Properties window is displayed.

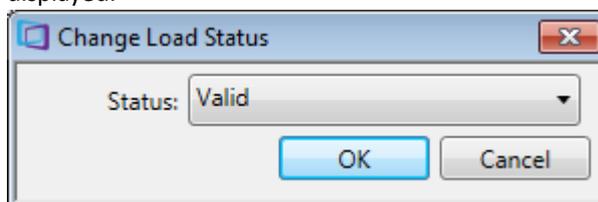


3. Amend the properties you want to change for each selected license.
4. Click **OK**. All of the selected licenses are updated with the new details.

Change Load Status

The Change Load Status task allows you to change the load status of a license. Please refer to the [How to Organize License Records](#) help page for further details of the Load Status.

1. Select the license you want to change.
2. Click **Change Load Status** in the Advanced Tasks list. The Change Load Status window is displayed.



3. Select the new status from the drop-down list.
4. Click **OK**. The load status of the selected license is now updated.

Duplicate License

The Duplicate License task allows you to duplicate any existing license in the License Records workspace.

For example, if a purchase includes a promotional product, then licenses with similar Purchase/Invoice Information can be selected and a new license can be added by duplicating the original lines and changing the product, license description and metric.

1. Select the License to duplicate.
2. Click **Duplicate License** in the Advanced Tasks List. The Duplicate License form is displayed.

You can overwrite any details of the license. Please refer to the [Add License](#) help page for an overview of the license information tab.

- Click **Save** to save any changes and return to the License Records workspace.
- Click **Apply** to save any changes and remain in the Duplicate License task.

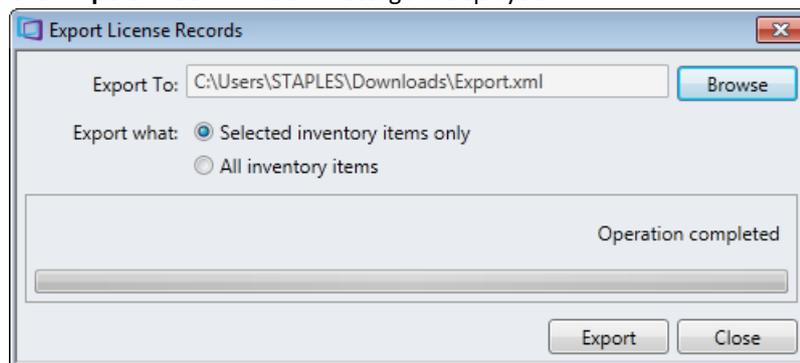
Export License Records

The Export License Records Task allows you to export license details to a .XML file. You can select multiple licenses to export or all license records.

1. Select the licenses to export.
2. Click **Export License Records** in the Advanced Tasks list. The Export License Records window is displayed.



3. Click **Browse**.
4. Navigate to where you want to save the document. Input a file name and click **Save**.
5. Select to export **All inventory items** or the **Selected inventory item only**.
6. Click **Export**. A confirmation message is displayed.

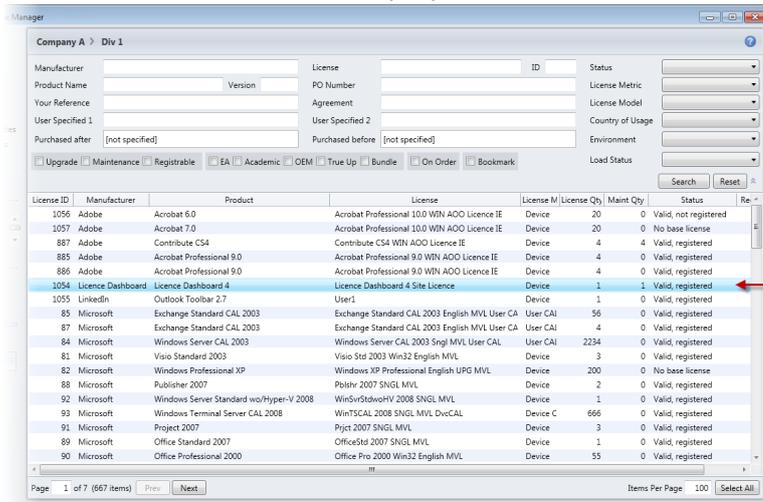


7. Click **Close**.

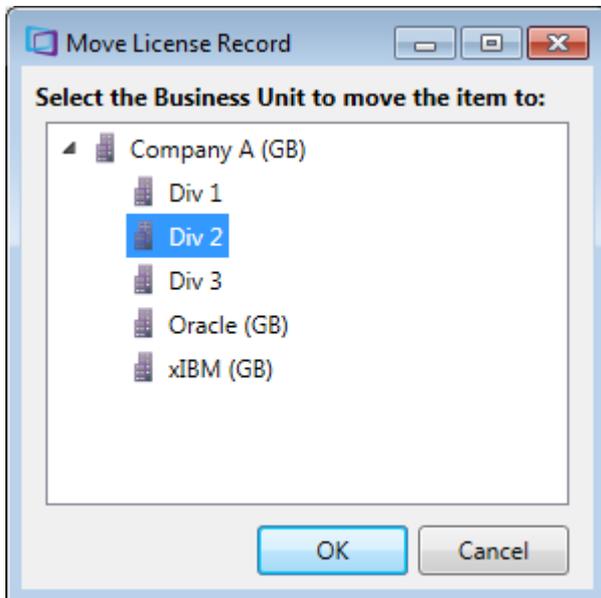
Move License

The Move License task allows you to move licenses between Business Units. You cannot move a license if it is registered or used as a Base License for an Upgrade or Maintenance license. Please refer to the [View License Details](#), [Unallocate Base License](#) and [Unregister License](#) pages for further guidance.

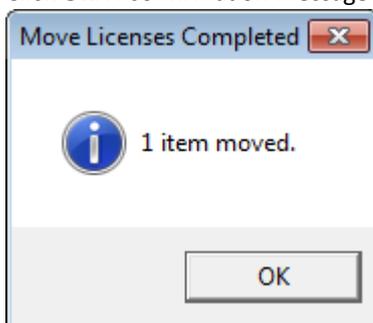
1. Select the license you want to move. In the below example, the license currently belongs to the Div 1 child business unit of Company A.



2. Click **Move License** in the Advanced Tasks List.



3. Select the Business Unit to move the license to.
4. Click **OK**. A confirmation message appears.



- Click **OK**. The license has been moved. It is now shown in the License Records workspace for the other Business Unit. In the Example below, the license has been moved from the Div 1 Business Unit to the Company A Business Unit.

License ID	Manufacturer	Product	License	License M	License Qty	Maint Qty	Status	Regist
1054	License Dashboard	License Dashboard 4	License Dashboard 4 Site License	Device	1	1	Valid, not registered	

Re-evaluate Licenses

Once a license is registered the install entitlement is locked. The Re-evaluate Licenses task allows you to:

- Re-assess these licenses to see whether additional or greater value entitlement is available. This also includes any additional product family details set in the [Products Dictionary](#). For example, new product releases for maintenance licenses.
- Review expiring entitlement from term subscription type licenses, based upon the selected date.

1. Click **Re-Evaluate Licenses** in the Advanced Tasks list.

Re-evaluate Licenses

Reference Date: Monday, January 26, 2015

License entitlements such as upgrades and subscription expiry are date dependant. Use today's date unless you have a specific reason to use another date; such as doing an end of month report.

Scope: Selected business unit only
 All business units

Re-evaluate Close

2. Input the Reference Date.
3. Select the scope of the re-evaluation.
4. Click **Re-evaluate**. The re-evaluation details are displayed.

Re-evaluate Licenses

Reference Date: Monday, January 26, 2015

License entitlements such as upgrades and subscription expiry are date dependant. Use today's date unless you have a specific reason to use another date; such as doing an end of month report.

Scope: Selected business unit only
 All business units

Operation completed

Messages:
 35 agreements expiry status updates.
 Time taken: 00:00:01.141

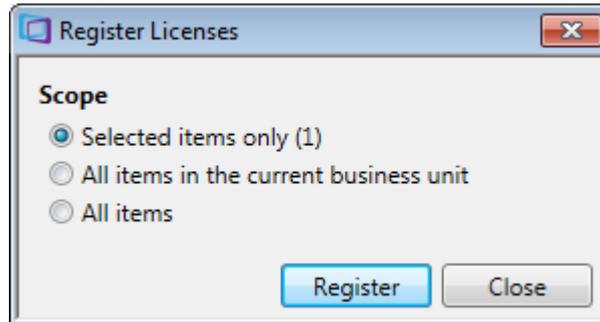
Re-evaluate Close

5. Click **Close**.

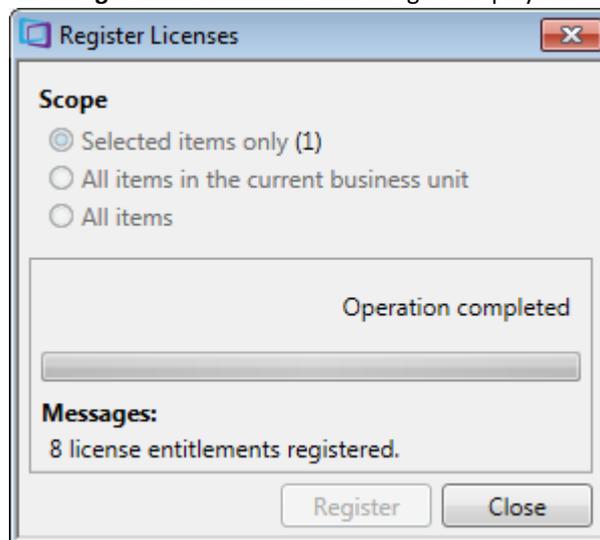
Register All

The Register All task allows you to register valid and unregistered licenses in the License Records workspace.

1. Click **Register All** in the Advanced Tasks list. The Register Licenses window is displayed.



2. Select the **Scope**.
 - Select **Selected items only** to register selected licenses.
 - Select **All items in the current business unit** to register licenses in the business unit you are viewing.
 - Select **All items** to register licenses in all business units.
3. Click **Register**. A confirmation message is displayed.

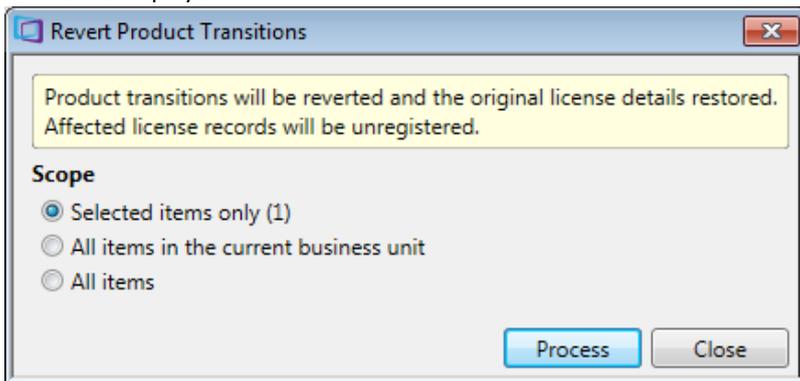


4. Click **Close**.

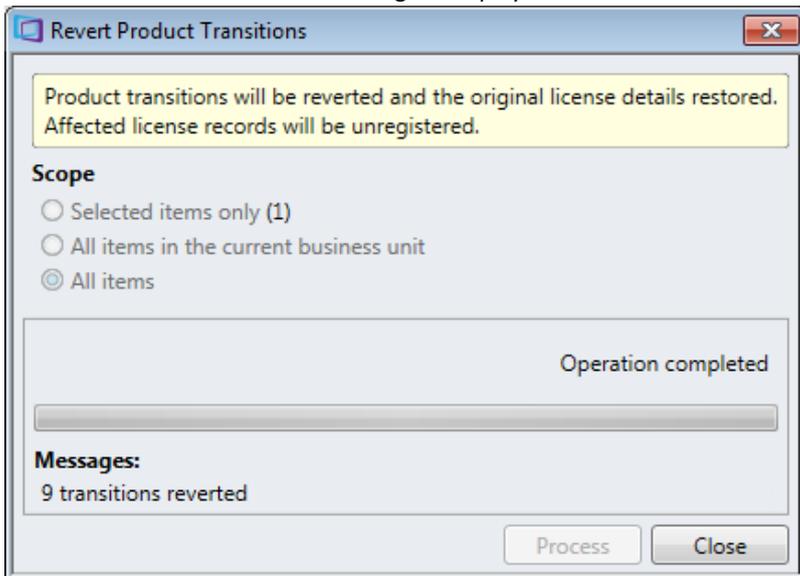
Revert Product Transitions

The Revert Product Transitions task allows you to revert licenses to their original license specifications. This change will only affect licenses that have been transitioned. Products are transitioned using the [Apply Product Transitions task](#) or the [Import License Records task](#).

1. Click **Revert Product Transitions** in the Advanced Tasks list. The Revert Product Transitions window is displayed.



2. Select the **Scope**.
 - Select **Selected items only** to revert selected licenses.
 - Select **All items in the current business unit** to revert licenses in the business unit you are viewing.
 - Select **All items** to revert licenses in all business units.
3. Click **Process**. A confirmation message is displayed.

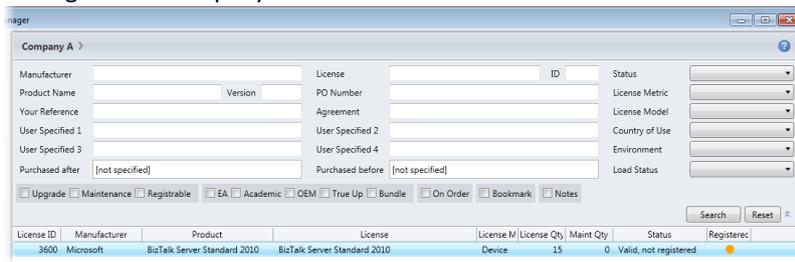


4. Click **Close**.

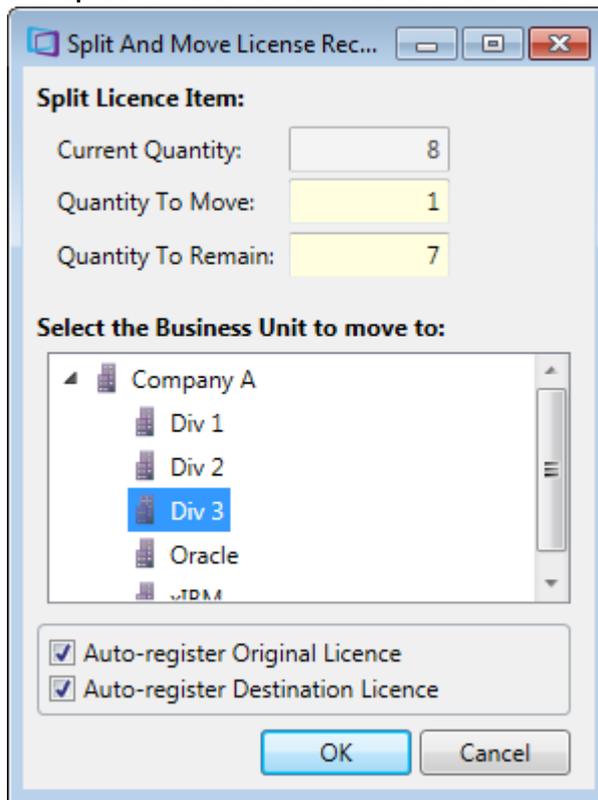
Split and Move License

The Split and Move License task allows you to split license entitlement between Business Units. You cannot split and move a license if it is registered or used as a Base License for an Upgrade or Maintenance license. Please refer to the [View License Details](#), [Unallocate Base License](#) and [Unregister License](#) pages for further guidance.

1. Select the license you want to split and move. In the below example, the license currently belongs to the Company A Business Unit.

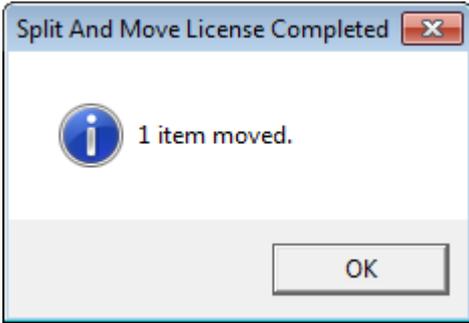


2. Click **Split and Move License** in the Advanced Tasks List.

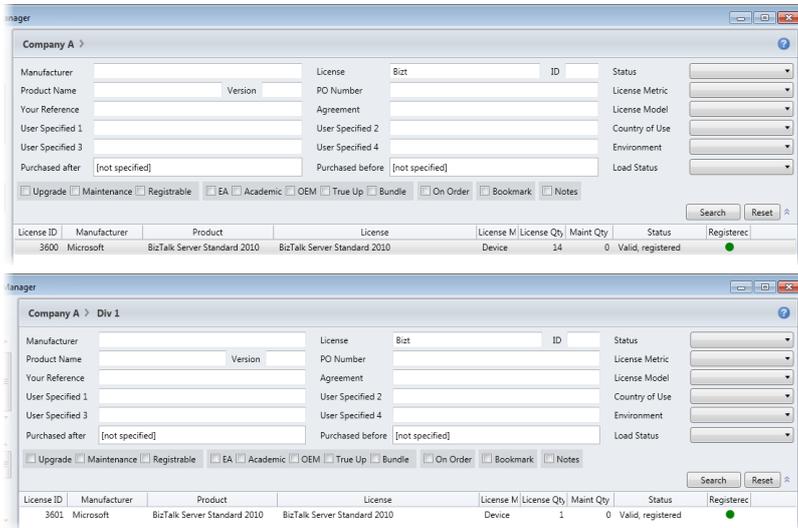


3. Type the quantity of the License entitlement to split with another Business Unit.
4. Select the Business Unit to move the split License entitlement to.
 - Tick **Auto-register Original License** to automatically register the licenses remaining in the current Business Unit.
 - Tick **Auto-register Destination License** to automatically register the licenses moved to another Business Unit.

- Click **OK**. A confirmation message appears.



- Click **OK**. The license has been split and moved. Licenses appear in the License Records workspace for both Business Units. In the Example below, the license has been split. 14 items have remained with the Company A Business Unit and 1 item has been moved to the Div 1 Business Unit.



True Up Process

The True Up Process task allows you to complete a Microsoft Enterprise Agreement True-Up. This includes increasing the quantity of existing products and adding new products to the current EA. *Please note; Once the True-up process has been completed, the selected products will be included within the License Records workspace, flagged as On Order. In addition, you can run the True-up Orders report in the Reports workspace.*

- Add licenses to an existing Enterprise Agreement or,
- Create a new Enterprise Agreement to replace an existing Enterprise Agreement that is coming to an end.

1. Click **True Up Process** in the Advanced Tasks list. The True Up Process wizard is displayed.

2. Select the Existing Agreement details.

3. Input the new purchase details.

4. If you are creating a new agreement, input details.

- Click **Next Step**. The compliance page is displayed.

Include	Product	Version	License Metric	Licenses Required	Maintenance Required
<input checked="" type="checkbox"/>	Access	2000	Device	0	104
<input checked="" type="checkbox"/>	Access	2003	Device	0	1804
<input checked="" type="checkbox"/>	Access	97	Device	0	35
<input type="checkbox"/>	AutoRoute	2001	Device	2	0
<input type="checkbox"/>	AutoRoute	2005	Device	3	0
<input type="checkbox"/>	AutoRoute	2007	Device	1	0
<input type="checkbox"/>	AutoRoute	5.0	Device	1	0
<input type="checkbox"/>	Content Management Server Client	5.0	Device	1	0
<input type="checkbox"/>	Exchange Standard CAL	2003	User CAL	2750	0
<input type="checkbox"/>	FrontPage	2000	Device	72	0
<input type="checkbox"/>	Money	2005	Device	1	0
<input type="checkbox"/>	Office Communicator	2007 R2	Device	1	0
<input type="checkbox"/>	Office Enterprise	2007	Device	4	0
<input type="checkbox"/>	Office Premium	2000	Device	67	0
<input type="checkbox"/>	Office Professional	2000	Device	37	0
<input type="checkbox"/>	Office Professional	2003	Device	1802	0
<input type="checkbox"/>	Office Professional	2007	Device	20	0
<input type="checkbox"/>	Office Professional Plus	2007	Device	15	0
<input type="checkbox"/>	Office Standard	2000	Device	34	0
<input type="checkbox"/>	OneNote	2007	Device	4	0
<input checked="" type="checkbox"/>	Outlook	2003	Device	0	1812
<input type="checkbox"/>	Project	2000	Device	168	0
<input type="checkbox"/>	Project	2003	Device	1	0
<input type="checkbox"/>	Project	2007	Device	13	0
<input type="checkbox"/>	Project Professional	2007	Device	4	0
<input type="checkbox"/>	Publisher	2000	Device	93	0
<input type="checkbox"/>	Publisher	2007	Device	24	0
<input type="checkbox"/>	SQL Server Generic	2000	Device	2	0
<input type="checkbox"/>	SQL Server Generic	2005	Device	8	0
<input type="checkbox"/>	SQL Server Generic	2008	Device	3	0
<input type="checkbox"/>	Visio Generic	2000	Device	1	0
<input type="checkbox"/>	Visio Generic	2002	Device	2	0
<input type="checkbox"/>	Visio Generic	2003	Device	68	0
<input type="checkbox"/>	Visio Generic	2007	Device	7	0
<input type="checkbox"/>	Visual Basic	6.0	Device	1	0

- Tick any additional product licenses to include in the agreement. *Please note: the Licenses Required and Maintenance Required fields are editable to allow you to include more or less licenses in the true-up.*
- Click **Next Step**. The licenses page is displayed.

Product	Version	License Metric	Type	License	Part Number	Licenses Required
Access	2000	Device	Maintenance Only			104
Access	2003	Device	Maintenance Only			1804
Access	97	Device	Maintenance Only			35
Outlook	2003	Device	Maintenance Only			1812
Visio Generic	2000	Device	License With Maintenance			1
Visio Generic	2002	Device	License With Maintenance			2
Visio Generic	2003	Device	License With Maintenance			68
Visio Generic	2007	Device	License With Maintenance			7

*This step matches the non-compliant products with the licenses to cover them.
Enter any missing license names and part numbers and adjust the number of licenses required.*

Previous Step Next Step

- Type the License and Part Number for each new license.
- Click **Next Step**. The Pricing page is displayed.

License	Part Number	Price
Access EA 2000 Maint	2	0
Access EA 2003 Maint	3	0
Access EA 97 Maint	3	0
Outlook EA 2003 Maint	4	0
Visio Gen EA 2000 w/Maint	5	0
Visio Gen EA 2002 w/Main	6	0
Visio Gen EA 2003 w/Main	7	0
Visio Gen EA 2007 w/Main	8	0

Enter the price paid for each license according to the agreement.

Previous Step Next Step

- Input the single unit Price for each new license.

11. Click **Next Step**. The License Generation page is displayed.

Country of Use	Environment	License	Part Number	Licenses	Cost	Total Cost
United Kingdom	Production	Access EA 2000 Maint	1	104	50	5200
United Kingdom	Production	Access EA 2003 Maint	2	1804	50	90200
United Kingdom	Production	Access EA 97 Maint	3	35	50	1750
United Kingdom	Production	Outlook EA 2003 Maint	4	1812	50	90600
United Kingdom	Production	Visio Gen EA 2000 w/Main	5	1	150	150
United Kingdom	Production	Visio Gen EA 2002 w/Main	6	2	150	300
United Kingdom	Production	Visio Gen EA 2003 w/Main	7	68	150	10200
United Kingdom	Production	Visio Gen EA 2007 w/Main	8	7	150	1050

The licenses listed above will be added to the inventory as on order licenses.

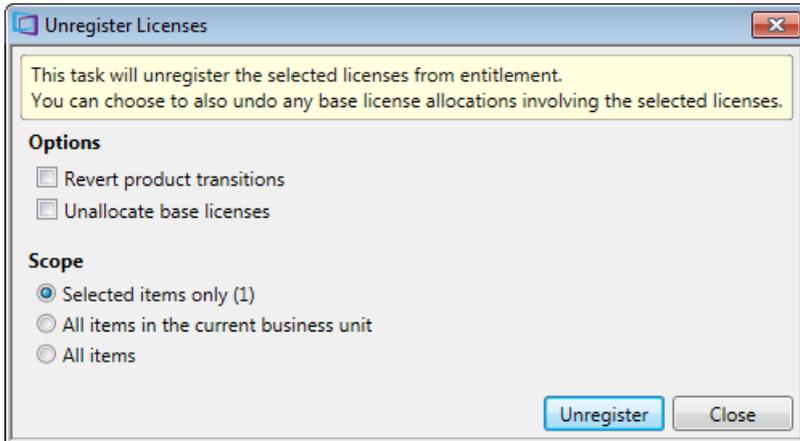
Previous Step Complete

12. Click **Complete**. The new Enterprise Agreement is created and the license details are added to the License Records workspace. *Please note, the Proof of License will be set to On Order.*

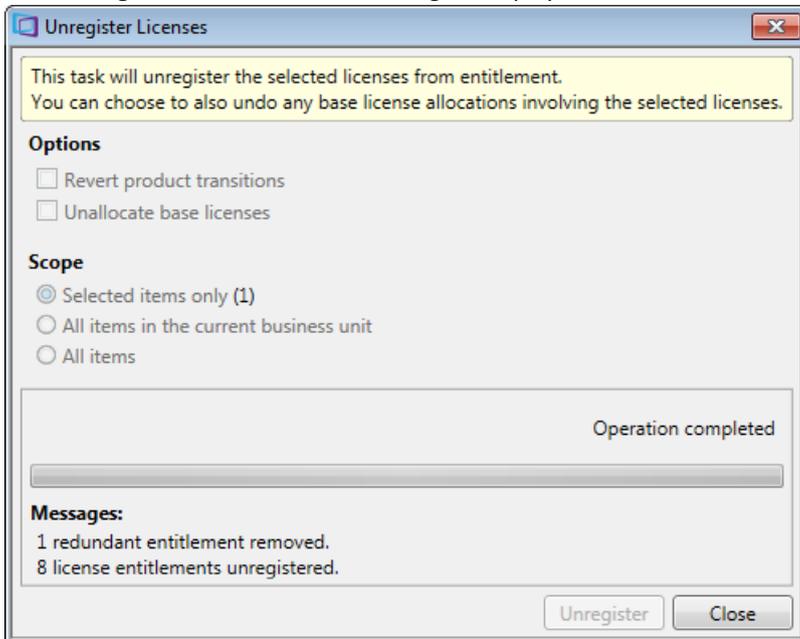
Unregister Licenses

The Unregister License task allows you to unregister licenses.

1. Select the Licenses to unregister.
2. Click **Unregister Licenses** in the Advanced Tasks list. The Unregister Licenses window is displayed.



3. Select the Options.
 - Tick **Revert product transitions** to revert any licenses that have been transitioned, back to their original license specification.
 - Tick **Unallocate base licenses** to unallocate base licenses from Upgrades.
4. Select the Scope.
 - Select **Selected items only** to unregister selected licenses.
 - Select **All items in the current business unit** to unregister licenses in the business unit you are viewing.
 - Select **All items** to unregister licenses in all business units.
5. Click **Unregister**. A confirmation message is displayed.



6. Click **Close**.

CONTRACT RECORDS

The contract records workspace is used to record an organization's fixed term contracts. Use the workspace to keep track of the contracts and their associated entitlements.

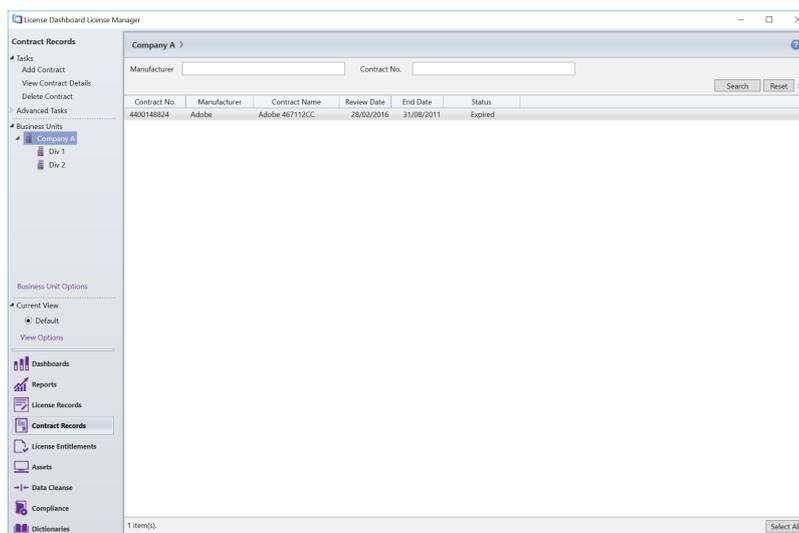
Please note, this workspace is deactivated by default. See the [application settings task](#) to activate this workspace

This workspace allows you to manage contract renewals. It also provides greater visibility of an organization's contract installation rights.

Please note, enterprise agreements are recorded in the license records workspace.

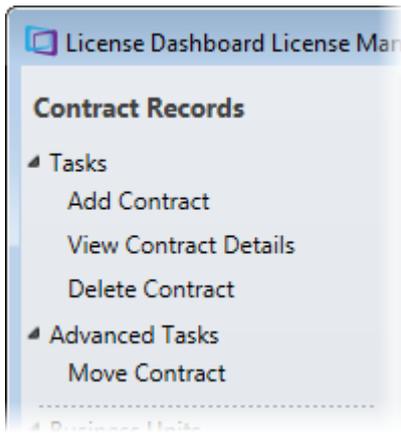
Click **Contract Records** in the workspace navigation pane to open the workspace. The contract records workspace defaults to a view showing contract licenses for the **Business Unit** you have selected.

In the screenshot below, the workspace shows the contract records for the **Company A** business unit. Notice that Company A is selected in the pane on the left hand side of the screen.



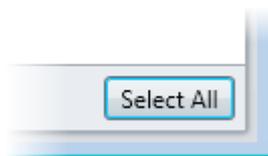
How to Navigate the Contract Records Workspace

In the screenshot below, the workspace shows the Contract Records for the **Div 1** Business Unit.



Click any contract in the list to select it.

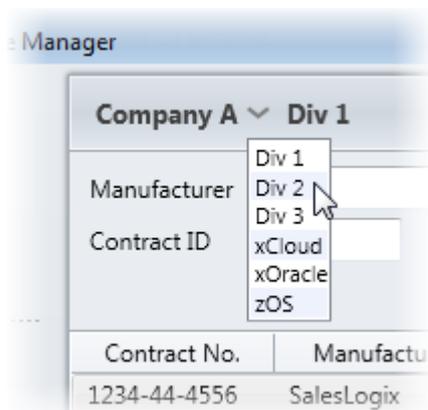
Click **Select All** to select every contract in the list.



The breadcrumb trail at the top of the workspace also confirms the selected Business Unit.



Click  to the right of the parent Business Unit to show a list of its child Business Units, then click any child Business Unit to view its Contract Records.



How to Organize the Contract Records Workspace

The Contract Records workspace can be organized in three ways.

- The list can be [searched](#).
- The list can be [filtered](#) to limit the items displayed.
- The list can be [sorted](#) using the column headings.

Searching the Contract Records

Use the Search pane to filter the items displayed in the Contract Records list. To expand the Search pane options, click  icon.

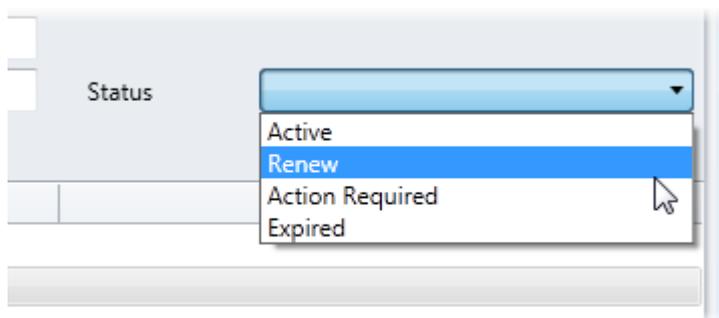


Searches are cumulative. When you perform a Search, you can perform a second Search without clearing the results to narrow down your results. Click the **Reset** button to cancel all the current searches and filters and start again.

To Search, type in one or more fields. You may search by the name of the **Manufacturer**, the **Contract No.**, the **Contract ID** number or the **Contract Name**. Click **Search** to display the results.

Filtering the Contract records

The list can also be filtered by the **Status** of the contract using the drop-down list.



- Choose **Active** to show active contracts.
- Choose **Renew** to show contracts that are due to expire in one to three months' time.
- Choose **Action Required** to show contracts that are due to expire within the next month.
- Choose **Expired** to show contracts that have passed their expiry date.

Click the **Reset** button to cancel all the applied filters and searches.

Sorting the Contract Records

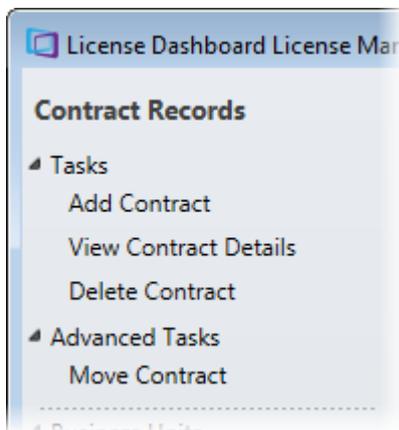
Left-click on any column heading in the workspace pane to sort the data alphabetically or numerically. For example, you may choose to sort by Review Date or Status. The first click sorts the data in ascending order, and a second click sorts the data in descending order.



Contract No.	Manufacturer	Contract Name	Review Date	End Date	Status
23432432	Adobe	My Contract	01/02/2012	18/02/2014	Active
	Altiris	Altiris Fixed Term Agree	30/09/2011	30/11/2013	Active

Contract Records Tasks

There are a number of tasks that can be performed in the Contract Records workspace.



There are three main Contract Records tasks.

- The [Add Contract](#) task allows you to add new contract details and [contract entitlement](#) details.
- The [View Contract Details](#) task allows you to view and edit the details of any contract in the workspace.
- The [Delete Contract](#) task allows you to delete contracts from the workspace.

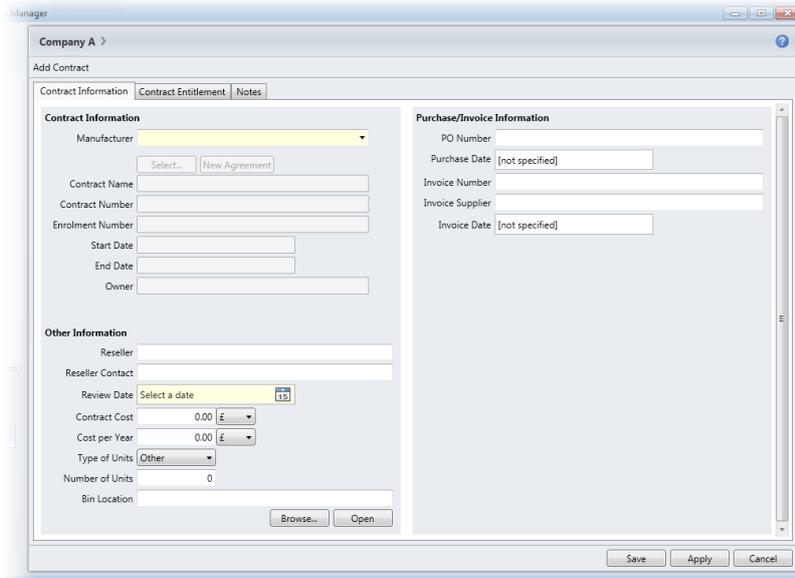
There is one advanced Contract Records task.

- The [Move Contract](#) task allows you to move a contract to another Business Unit.

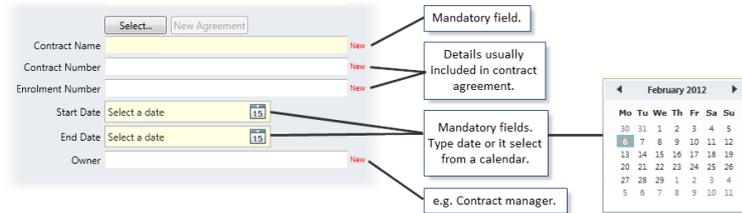
Add Contract

The Add Contract task allows you to add new contract details and [contract entitlement](#) details.

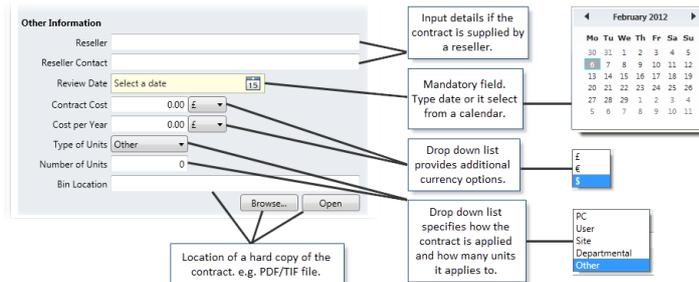
1. Select the Business Unit the contract applies to.
2. Click **Add Contract** in the Tasks List. The Add Contract form is displayed.



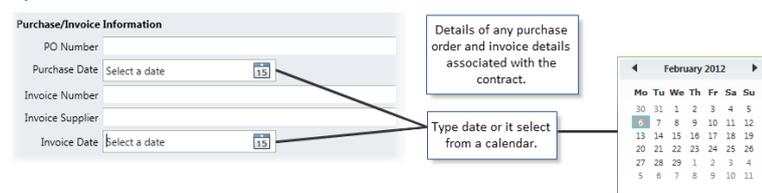
3. Select the **Manufacturer** associated with the contract from the drop down list. If the Manufacturer is not available, type the name and License Manager will add it to the Dictionary when you save the record. A red **New** appears next to the field to confirm that this entry does not already exist in the Dictionary.
4. Click **New Agreement** to create a new contract.
5. Input the remaining **Contract Information** details.



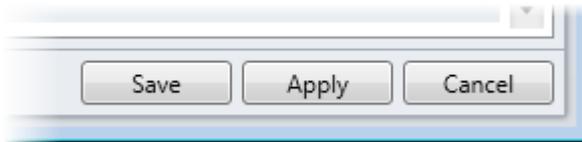
6. Input the **Other Information** details.



7. Input the **Purchase/Invoice Information** details.



- Click **Save** to add the contract and return to the Contract Records workspace. Click **Apply** to add the contract and keep it open for editing.

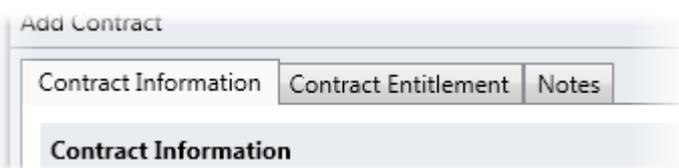


The new contract is added to the Contract Records workspace.

The screenshot shows the 'Contract Manager' workspace for 'Company A'. It includes search filters for Manufacturer, Contract No., Contract ID, Contract Name, and Status. Below the filters is a table of contract records.

Contract No.	Manufacturer	Contract Name	Review Date	End Date	Status
76543443	Adobe	CLP 4.5	25/02/2012	31/12/2013	Active
5454545	SAP	SAP Operations	01/02/2012	28/02/2013	Active
23432432	Altris	Altris Fixed Term Agree	30/09/2011	30/11/2013	Active
12345	LinkedIn	New Contract	06/01/2013	06/02/2013	Active
	Adobe	My Contract	01/02/2012	18/02/2014	Active

There are two further tabs to store additional details of the contract.



The Contract Entitlement Tab

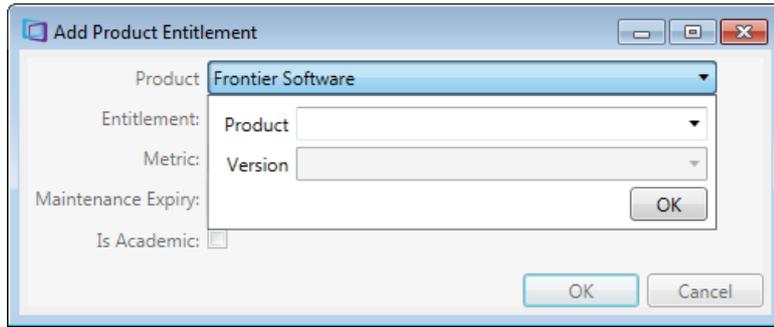
The Contract Entitlement tab shows products the contract entitles the Business Unit to use.

The screenshot shows the 'Edit Contract ID 3' dialog with the 'Contract Entitlement' tab selected. It displays a table of products and their entitlement details.

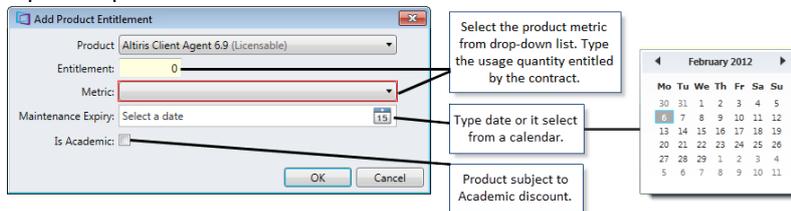
Product	Entitlement	Metric	Maintenance Expiry	Is Academic
Agent 6.2	Unlimited	Site License		<input type="checkbox"/>
Agent 7.0	Unlimited	Site License		<input type="checkbox"/>
Audit Plus 7.0	Unlimited	Site License		<input type="checkbox"/>
Carbon Copy 6.1	Unlimited	Site License		<input type="checkbox"/>
Client Agent 6.9	Unlimited	Site License		<input type="checkbox"/>
Conflict Manager 10.0	Unlimited	Site License		<input type="checkbox"/>
Custom Inventory 7.0	Unlimited	Site License		<input type="checkbox"/>
Deployment Solution 6.9	Unlimited	Site License		<input type="checkbox"/>
Inventory Solution 7.0	Unlimited	Site License		<input type="checkbox"/>
Inventory Solution for MAC 6.1	Unlimited	Site License		<input type="checkbox"/>
Local Recovery Pro 6.2	Unlimited	Site License		<input type="checkbox"/>
Monitor Solution 7.0	Unlimited	Site License		<input type="checkbox"/>
Notification Server 6.0	4	Processor		<input type="checkbox"/>
Package Server Agent 7.0	Unlimited	Site License		<input type="checkbox"/>
Recovery Solution 7.0	Unlimited	Site License		<input type="checkbox"/>
RIClient 6.9	Unlimited	Site License		<input type="checkbox"/>
Software Delivery Agent 7.0	Unlimited	Site License		<input type="checkbox"/>
Software Virtualization Agent 6.1	Unlimited	Site License		<input type="checkbox"/>
Wise for Linux 7.0	5	Device	30 November 2011	<input type="checkbox"/>
WMI Provider Agent 7.0	Unlimited	Site License		<input type="checkbox"/>

How to add product entitlement to a contract

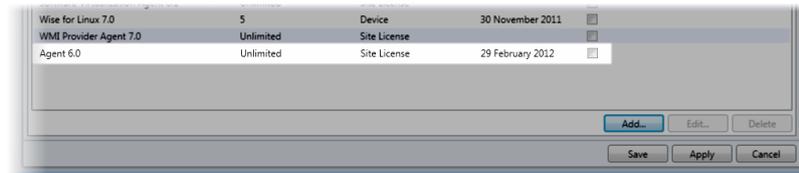
1. Click **Add...**. The Add Product Entitlement window is displayed.



2. Select a **Product** and **Version**.
3. Click **OK**.
4. Input the product details.



5. Click **OK**. The new product entitlement is added to the bottom of the list.



- Click **Save** to save the change to the contract and return to the Contract Records workspace.
- Click **Apply** to save the change to the contract and remain in the View Contract Details task.

How to edit product entitlement in a contract

1. Select the product you want to edit.
2. Click **Edit**, or, double-click the product.

3. Overwrite any product details.
4. Click **OK**.
 - Click **Save** to save the change to the contract and return to the Contract Records workspace.
 - Click **Apply** to save the change to the contract and remain in the View Contract Details task.

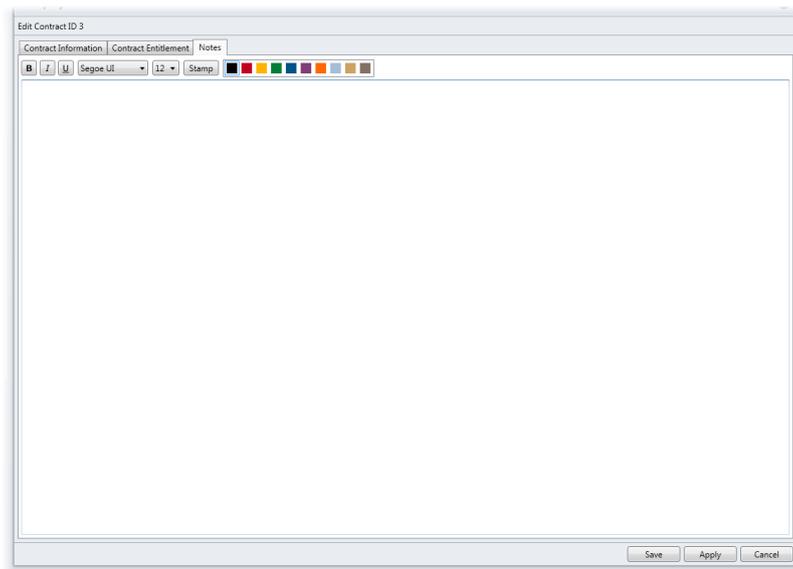
How to delete product entitlement from a contract

1. Select the product you want to delete.
2. Click **Delete**. A warning message is displayed.

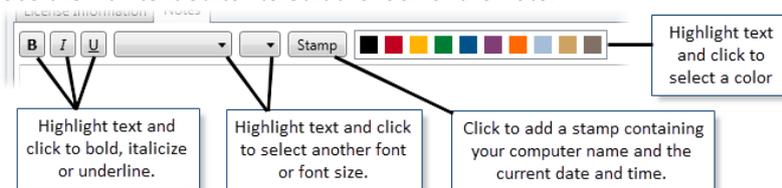
3. Click **OK**.
 - Click **Save** to save the change to the contract and return to the Contract Records workspace.
 - Click **Apply** to save the change to the contract and remain in the View Contract Details task.

The Notes Tab

The Notes allows you to add notes to the contract.



1. Type in the notes field.
2. Use the rich text editor to edit the look of the note.

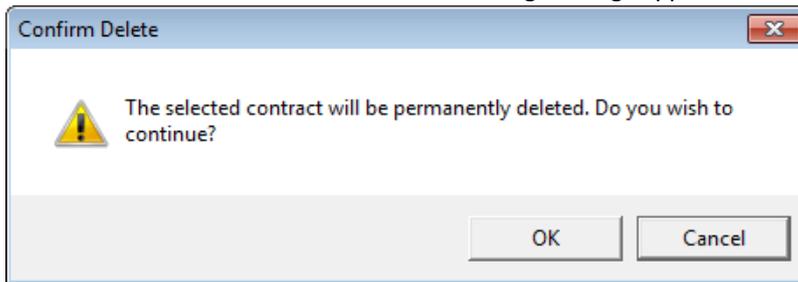


- Click **Save** to save any changes and return to the Contract Records workspace.
- Click **Apply** to save any changes and remain in the View Contract Details task.

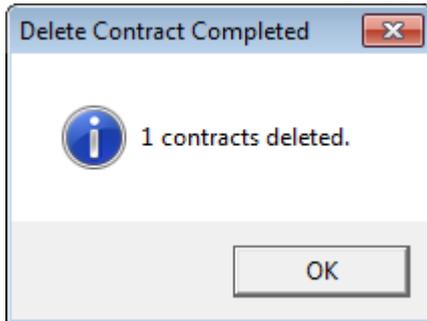
Delete Contract

The Delete Contract task allows you to delete contracts from the Contract Records workspace. You cannot delete a contract if any products in its Contract Entitlement tab are allocated to an installed product in the compliance workspace. Please refer to the Software Usage page for further guidance.

1. Select the contract you want to delete.
2. Click **Delete Contract** in the Tasks List. A warning message appears.



3. Click **OK**. A confirmation message appears.

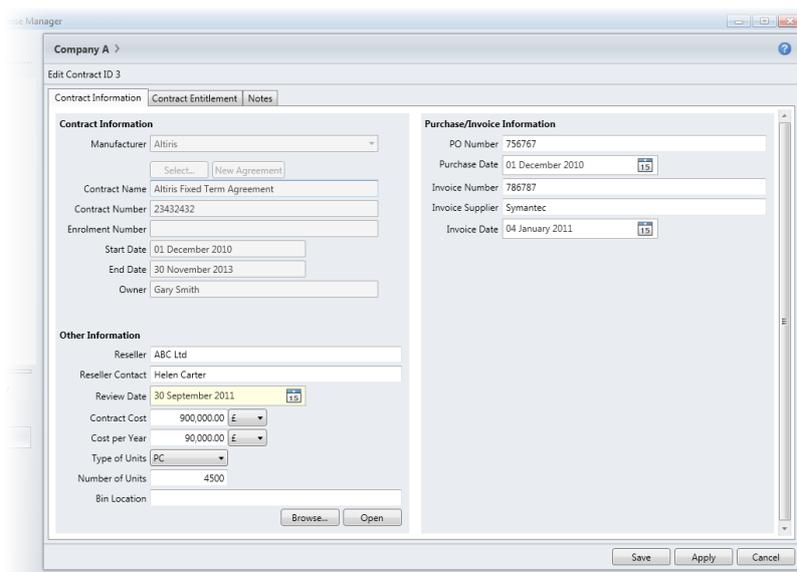


4. Click **OK**. The contract has now been deleted.

View Contract Details

The View Contract Details task allows you to view and edit the details of any contract in the workspace.

Select the contract and click **View Contract Details** in the tasks list. Alternatively, double-click on a contract in the workspace to view it.



You can overwrite any details of the contract. Please refer to the [Add Contract](#) help page for an overview of the contract information tab.

- Click **Save** to save any changes and return to the Contract Records workspace.
- Click **Apply** to save any changes and remain in the View Contract Details task.

Move Contract

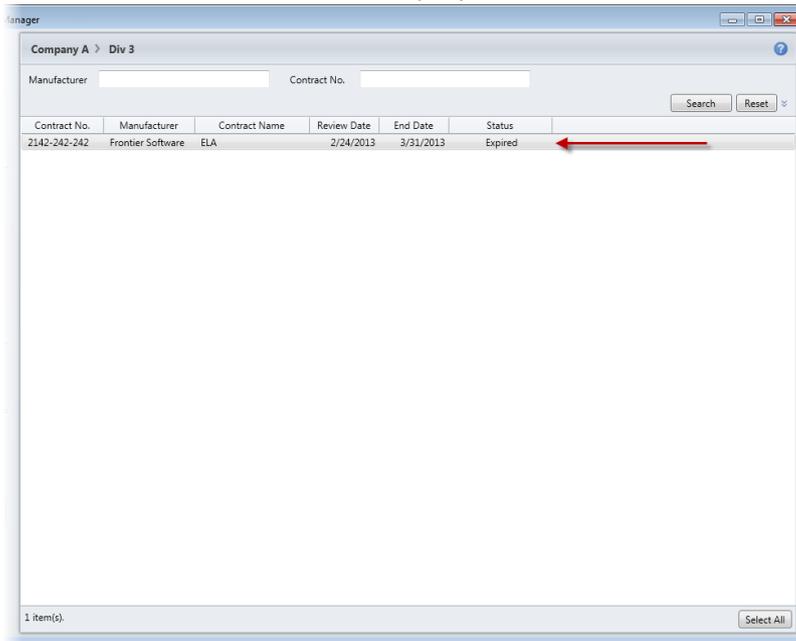
The Move Contract task allows you to move contracts between Business Units.

You cannot move a contract if its licenses are:

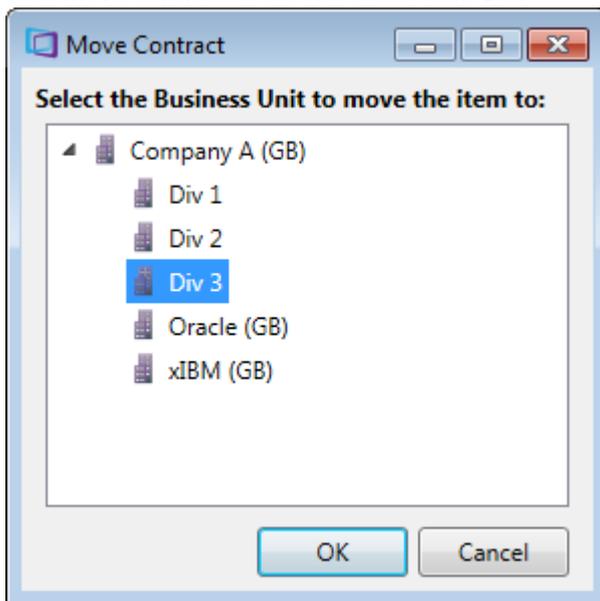
- Registered
- Used as a Base License for an Upgrade or Maintenance license
- Allocated to software usage

Please refer to the [View License Details](#), [Unallocate Base License](#), [Unregister License](#) and [Remove Allocations](#) pages for further guidance.

1. Select the contract you want to move. In the below example, the contract currently belongs to the Div 3 child business unit of Company A.

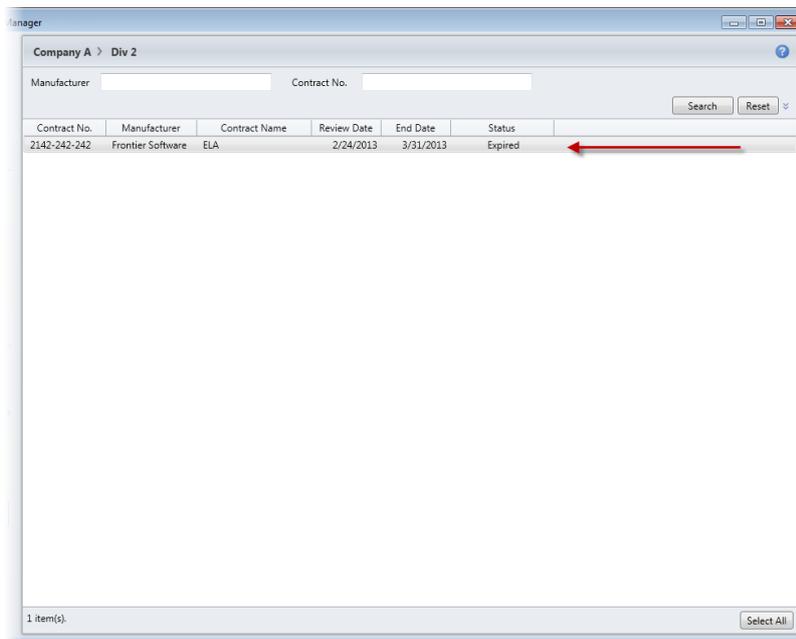


2. Click **Move Contract** in the Advanced Tasks List.



3. Select the Business Unit to move the contract to.

- Click **OK**. The contract has been moved. It is now shown in the Contract Records workspace for the other Business Unit. In the Example below, the license has been moved from the Div 3 Business Unit to the Div 2 Business Unit.

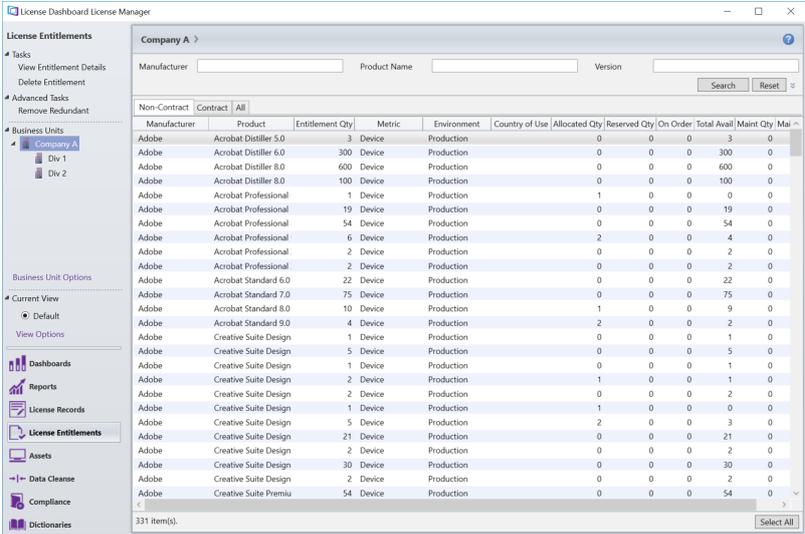


LICENSE ENTITLEMENTS

The License Entitlements workspace shows details of an organization’s install rights. This includes how many licenses are in use, how many are on order and how many are available for allocation. The workspace also allows you to track the Maintenance License renewals and manage the full lifecycle of your software.

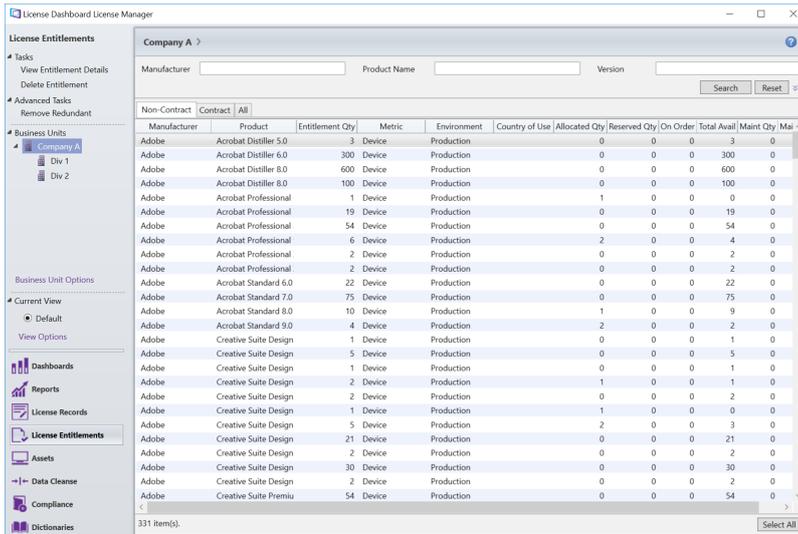
Click **License Entitlements** in the workspace navigation pane to open the workspace. The License Entitlement workspace defaults to a view showing License Entitlement for the [Business Unit](#) you have selected.

In the screenshot below, the workspace shows License Entitlement for the **Company A** Business Unit. Notice that Company A is selected in the pane on the left hand side of the screen.



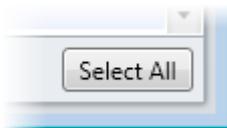
How to Navigate the License Entitlements Workspace

In the screenshot below, the workspace shows License Entitlement for the **Company A** Business Unit. Notice that Company A is selected in the pane on the left hand side of the screen.



Click any product in the list to select it.

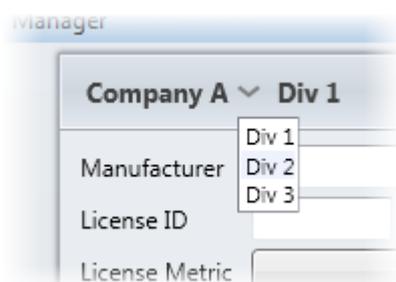
Click **Select All** to select every product in the list.



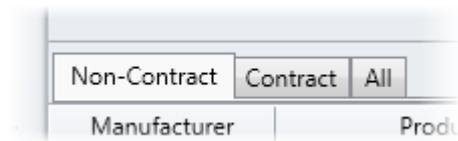
The breadcrumb trail at the top of the workspace also confirms the selected Business Unit.



Click **>** to the right of the parent Business Unit to show a list of its child Business Units, then click any child Business Unit to view its License Records.



The License Entitlement details are displayed in three separate tabs.



- The **Non-Contract** tab displays product entitlement from licenses.
- The **Contract** tab displays product entitlement from contract agreements.
- The **All** tab displays combined product entitlement from both contract agreements and licenses.

The list can be limited to just show the All tab. Please refer to the [Application Settings](#) help page for further details.

How to Organize the License Entitlements list

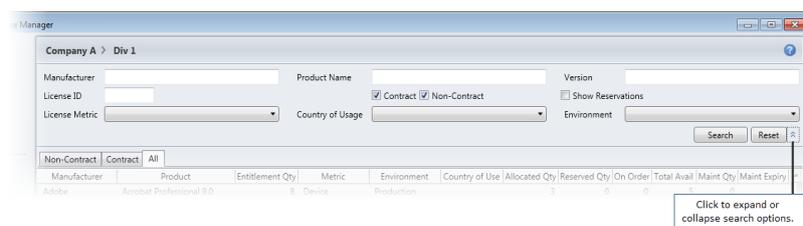
The License Entitlements list can be organized in three ways.

- The list can be [searched](#).
- The list can be [filtered](#) to limit the items displayed.
- The list can be [sorted](#) using the column headings.

This section describes each of these methods in more detail.

Searching the License Entitlements List

Use the Search pane to search for items in the License Entitlement list. To expand the Search pane options, click  icon.



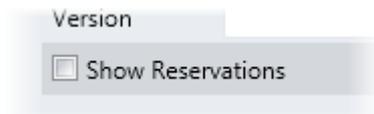
Searches are cumulative. When you perform a Search, you can perform a second Search to narrow down your results. Click the **Reset** button to cancel all the current searches and filters and start again.

To Search, type in one or more fields and click **Search** to display the results. You may search using the following fields.

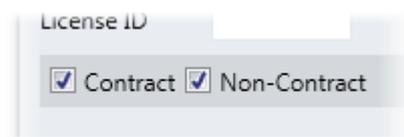
- The name of the **Manufacturer**.
- The **Product Name**.
- The product **Version** number.
- The **License ID** number.

Filtering the License Entitlements List

The list can also be filtered. The Show Reservations tick box will display product entitlement that is currently reserved for use.



Additional tick box filters are available in the All tab.

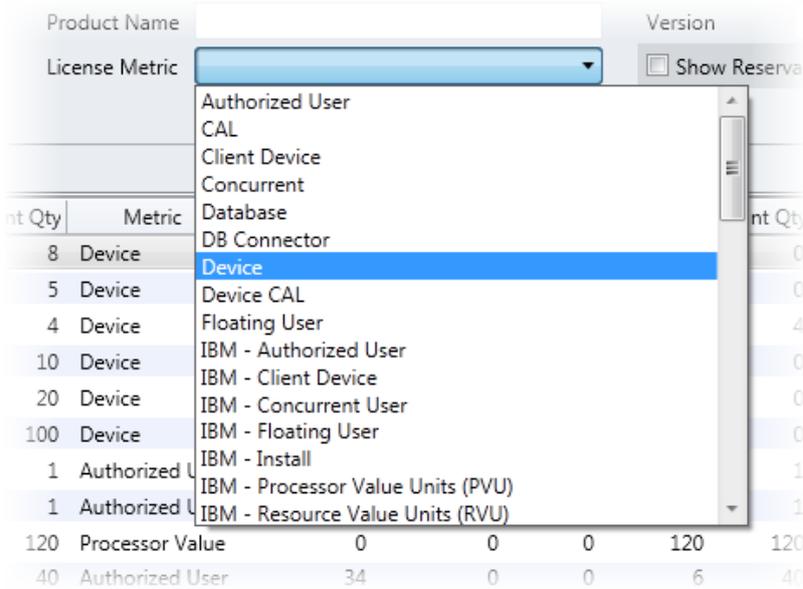


- Tick **Contract** to include product entitlement from contract agreements.
- Tick **Non-Contract** to include product entitlement from licenses.

You can also use a drop-down list to filter by the License Metric

License Metric

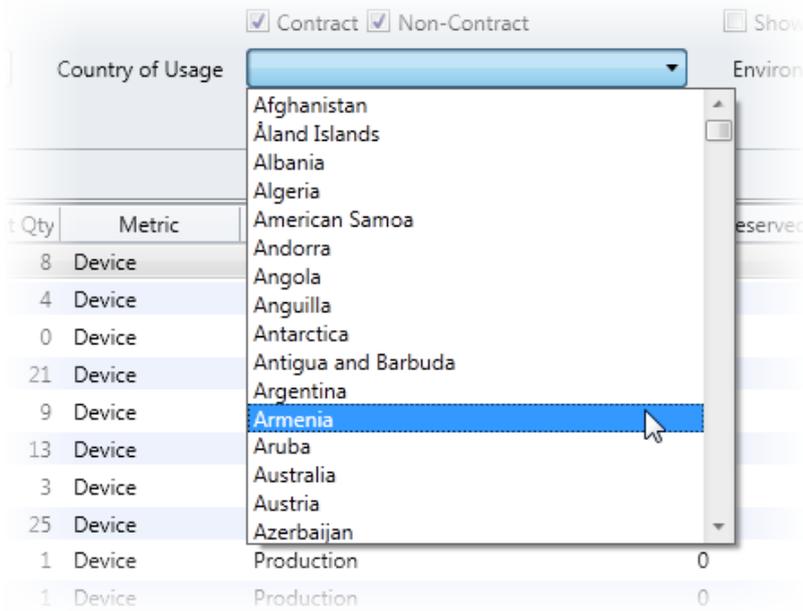
The License Metric field allows you to filter by the various metrics that can apply to licenses. For example, a Device filter would show Licenses that apply to a specific number of devices.



Click the **Reset** button to cancel all the applied filters and searches.

Country of Usage

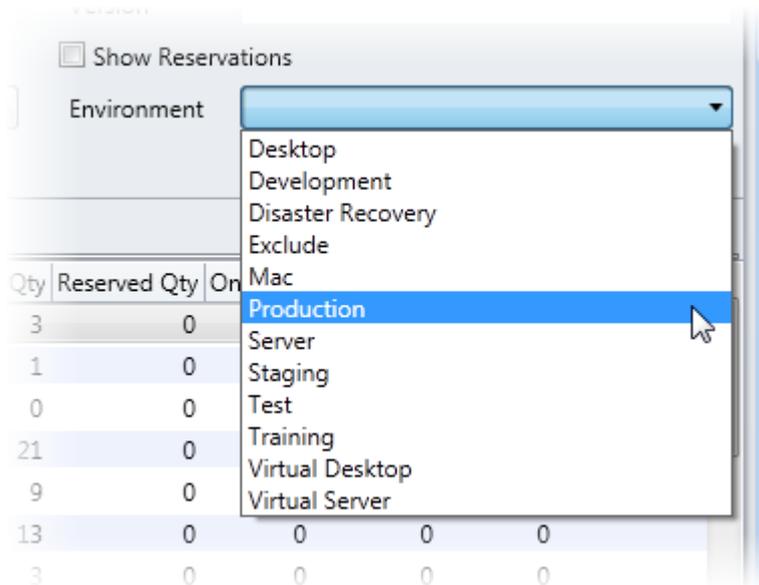
The Country of Usage field allows you to filter by the country that the license applies to.



Click the **Reset** button to cancel all the applied filters and searches.

Environment

The environment field allows you to filter by the License environments held in the dictionary.



Click the **Reset** button to cancel all the applied filters and searches.

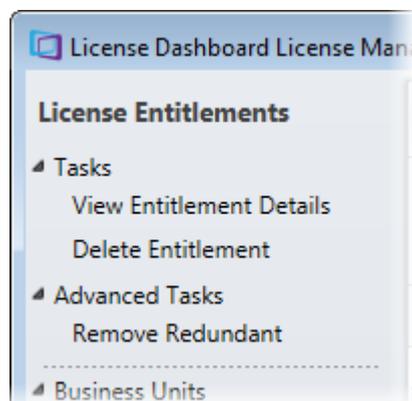
Sorting the License Entitlements List

Left-click on any column heading in the workspace pane to sort the data alphabetically or numerically. For example, you may choose to sort by Product or Status. The first click sorts the data in ascending order, and a second click sorts the data in descending order.

Manufacturer	Product	Entitlement Qty	Metric	Environment	Country of Use	Allocated Qty	Reserved Qty	On Order	Total Avail	Maint Qty	Maint Expiry
Adobe	Acrobat Professional 9.0	8	Device	Production	United Kingdom	3	0	0	5	0	
Adobe	Contribute CS4	4	Device	Production	United Kingdom	1	0	0	3	4	31/12/2015
LinkedIn	Outlook Toolbar 2.7	0	Device	Virtual Desktop	United Kingdom	0	0	1	0	0	
Microsoft	Access 2000	21	Device	Production	United Kingdom	21	0	0	0	0	
Microsoft	Access 2002	9	Device	Production	United Kingdom	9	0	0	0	0	
Microsoft	Access 2003	13	Device	Production	United Kingdom	13	0	0	0	0	

License Entitlements Tasks

There are a number of tasks that can be performed in the License Entitlement workspace. The tasks are split into a Tasks list and an Advanced Tasks list.



There are three main tasks in the License Entitlements workspace.

- The [Add Entitlement](#) task allows you to add new product entitlement.
- The [View Entitlement Details](#) task allows you to view and edit product entitlement and how it is made up. This task also allows you to manage reservations.
- The [Delete Entitlement](#) task allows you to delete product entitlement.

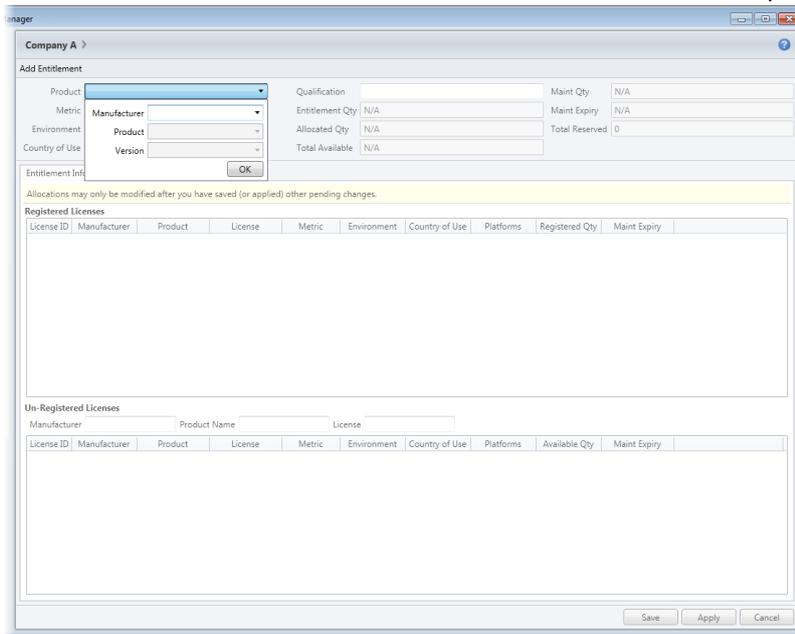
There is one advanced task in the License Entitlement workspace.

- The [Remove Redundant](#) task allows you to remove product entitlement that has no underlying License or software usage.

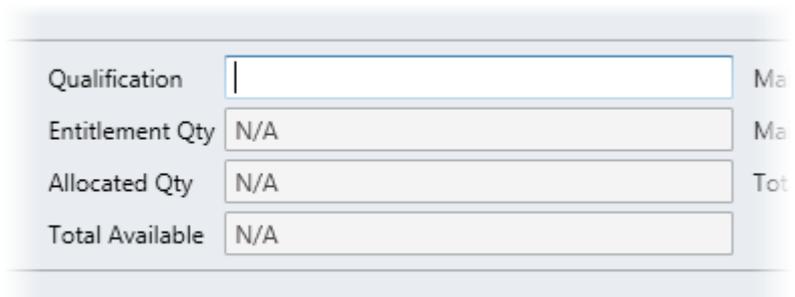
Add Entitlement

The Add Entitlement task allows you to add product entitlement to the workspace.

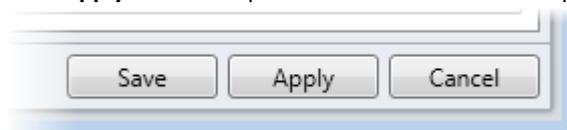
1. Select the Business Unit the product entitlement belongs to.
2. Click **Add Entitlement** in the Tasks list. The Add Entitlement form is displayed.



3. Select a **Manufacturer, Product** and **Version**.
4. Click **OK**.
5. Input Qualification details.

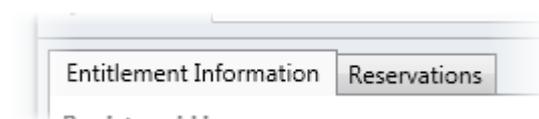


- Click **Save** to add the product entitlement and return to the License Entitlement workspace.
- Click **Apply** to add the product entitlement and keep it open for editing.



The new product entitlement is added to the workspace.

There are two tabs in the product entitlement form.

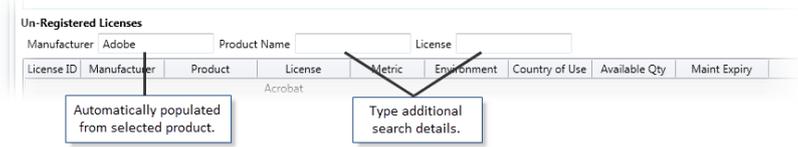


The Entitlement Information Tab

The Entitlement Information tab displays a breakdown of the product entitlement.

How to Register Entitlement

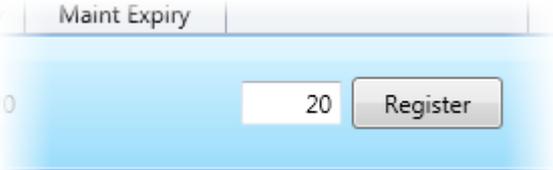
1. Use the search pane to search for Un-Registered Licenses.



Un-registered licenses are displayed in green in the table below. The Available Qty column shows how many can be registered.

License ID	Manufacturer	Product	License	Metric	Environment	Country of Use	Available Qty	Maint Expiry
1057	Adobe	Acrobat 7.0	Acrobat Professional 10.0 WIN AOO License IE	Device	Desktop	United Kingdo	20	20 Register

2. Type the quantity of licenses you want to register.
3. Click **Register**.



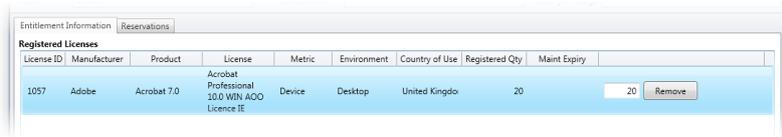
The license is registered and displays in the Registered Licenses field.

License ID	Manufacturer	Product	License	Metric	Environment	Country of Use	Registered Qty	Maint Expiry
1057	Adobe	Acrobat 7.0	Acrobat Professional 10.0 WIN AOO License IE	Device	Desktop	United Kingdo	20	20 Remove

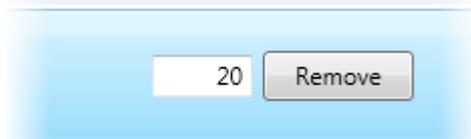
- Click **Save** to save the change to the product entitlement and return to the License Entitlement workspace.
- Click **Apply** to save the change to the product entitlement and remain in the View Product Details task.

How to Remove Registered Licenses

1. Select the license you want to remove.



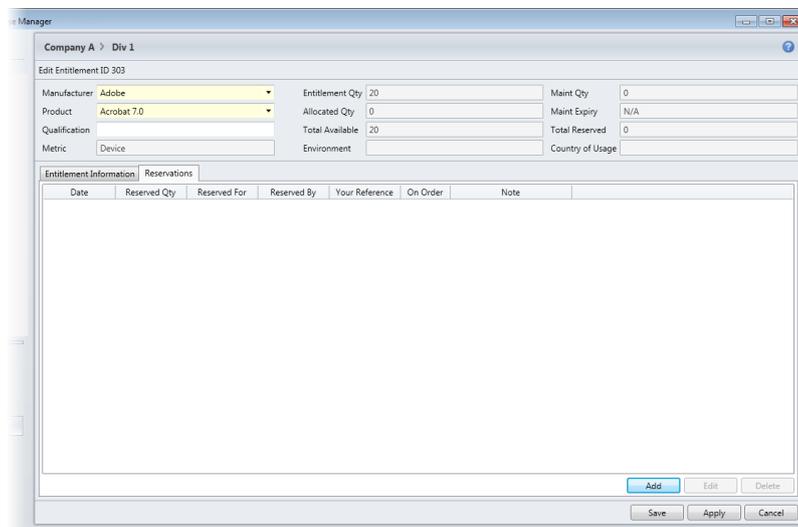
2. Type the quantity of the license you want to remove.
3. Click **Remove**.



- Click **Save** to save the change to the product entitlement and return to the License Entitlement workspace.
- Click **Apply** to save the change to the product entitlement and remain in the View Product Details task.

The Reservations Tab

The Reservations tab allows you to view any product entitlement that has been reserved for use. Use this tab to add, delete or edit any reservations.



How to Reserve Product Entitlement

- 1. Click **Add**. The Add Reservation window is displayed.

Add Reservation

Date: Monday, January 26, 2015

Reserved Qty: 0

Reserved For: [Empty]

Reserved By: [Empty]

Your Reference: [Empty]

On Order:

Note: [Empty]

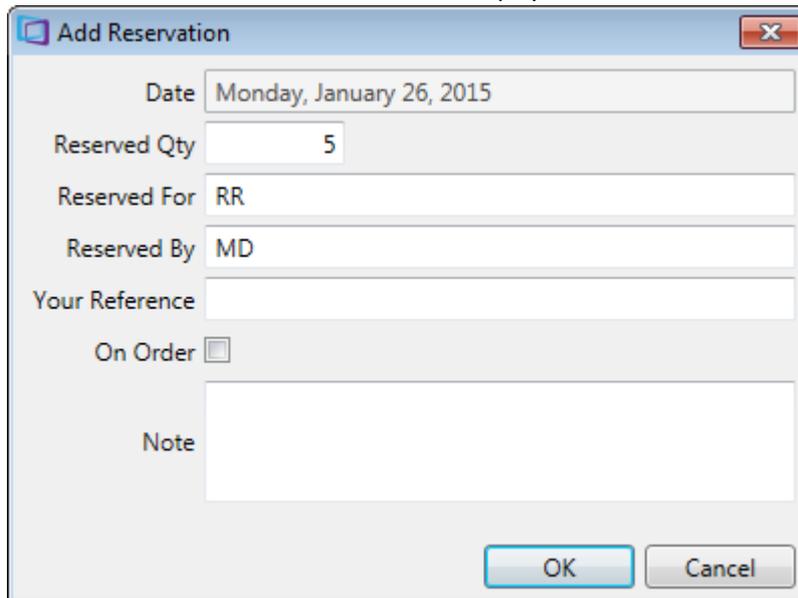
OK Cancel

- 2. Input the quantity of the product to reserve.
- 3. Input who the product is reserved for.
- 4. Input any additional details.
- 5. Click **OK**. The details are displayed in the Reservations field.

Date	Reserved Qty	Reserved For	Reserved By	Your Reference	On Order	Note
22/05/2012	1	RR			<input type="checkbox"/>	

How to Edit a Reservation

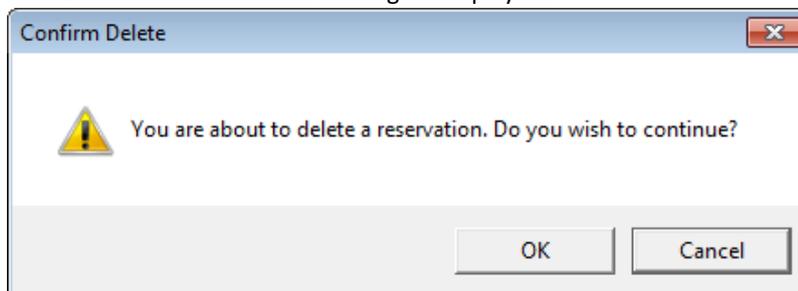
1. Select the reservation to edit.
2. Click **Edit**. The Add Reservation window is displayed.



3. Edit the details.
4. Click **OK**.

How to Delete a Reservation

1. Select the reservation to delete.
2. Click **Delete**. A confirmation message is displayed.

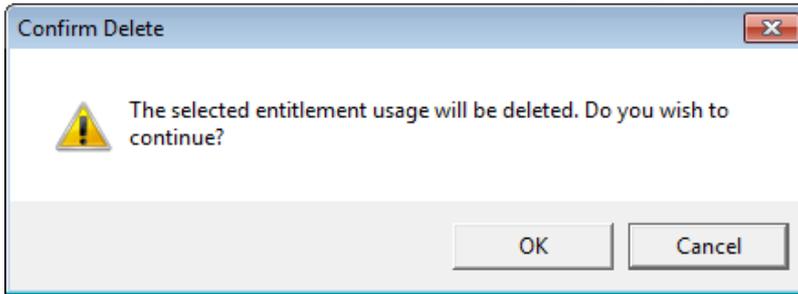


3. Click **OK**. The reservation is now deleted.

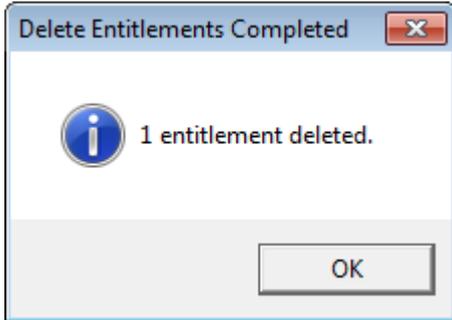
Delete Entitlement

The Delete Entitlement task allows you to delete product entitlement from the License Entitlement workspace. You cannot delete a product entitlement if it is allocated for use.

1. Select the product entitlement you want to delete.
2. Click **Delete Entitlement** in the Tasks List. A warning message appears.



3. Click **OK**. A confirmation message appears.

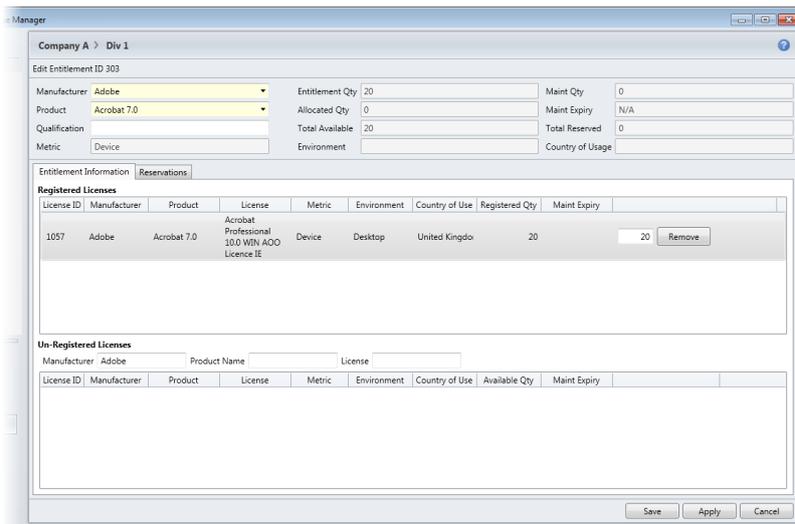


4. Click **OK**. The product entitlement has now been deleted.

View Entitlement Details

The View Entitlement Details task allows you to view a breakdown of any product entitlement in the workspace.

Select the product and click **View Entitlement Details** in the tasks list. Alternatively, double-click on a product in the workspace to view it.



Please refer to the [Add Entitlement](#) help page for an overview of the edit entitlement form.

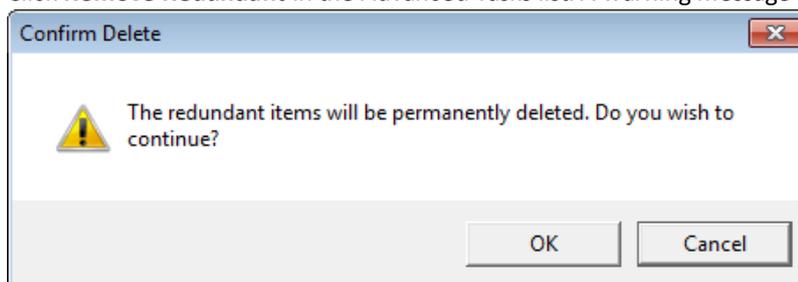
Please note, the Qualification field is used to show different types of entitlement. It is automatically populated depending on the details in the License Records workspace, e.g. Academic.

- Click **Save** to save any changes and return to the License Entitlement workspace.
- Click **Apply** to save any changes and remain in the View License Details task.

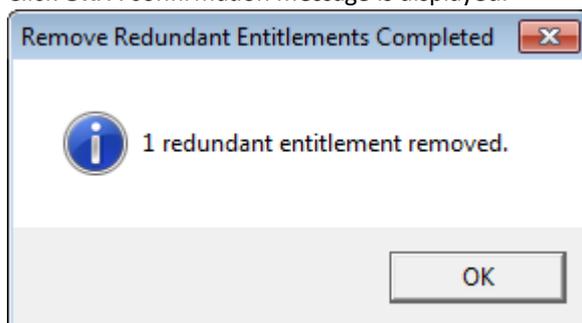
Remove Redundant

The Remove Redundant task allows you to remove product entitlement that has no underlying License or Software Usage.

1. Click **Remove Redundant** in the Advanced Tasks list. A warning message is displayed.



2. Click **OK**. A confirmation message is displayed.



3. Click **OK**. Redundant product entitlement has now been removed.

Assets

The assets workspace uses data from a software discovery tool to show details of the software installed across an organization. It takes raw hardware and metered data and, working with the data cleanse workspace, formats it for use in the compliance workspace.

The assets workspace is used to import the software usage data for your organization. Once this data has been imported, this workspace allows you to organize your device and user assets to ensure software usage is reported to the correct business unit. Software usage on virtual devices is also organized to ensure virtual software usage is reported against the appropriate physical host.

Once the data has been organized, it is committed to the compliance workspace to allow you to manage license allocations and ensure compliance.

Please note, the assets and data cleanse workspaces may not be available in your version of License Manager. Access to these workspaces is dependent on your license.

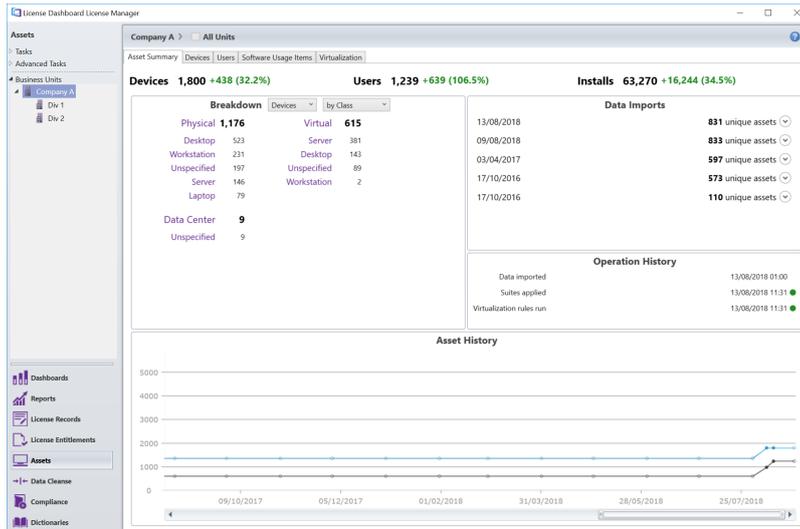
Importing and formatting hardware and metered data from a software discovery tool follows a step-by-step process.

1. [Import](#) the raw extracted data from a software discovery tool.
2. Use the [Devices](#) tab to organize all hardware found by the software discovery tool:
 - The devices are organized into business units. This ensures the discovered software usage associated with each device is allocated to the appropriate business unit before the software usage management process is applied.
 - Devices are also marked with a primary user. This ensures that user based licenses can be mapped to installed software on the appropriate devices for each user.
3. Use the [Data Cleanse](#) workspace to match the raw install data is to the appropriate products and application suites. This ensures that the software for each asset is correctly identified. Use the data cleanse workspace to consolidate all user accounts into a single primary account.
4. Use the [Users](#) tab to organize all users found in Active Directory, subscription or discovery tool. The users are organized into business units. This ensures the discovered software usage associated with each user is allocated to the appropriate business unit before the software usage management process is applied.
5. Use the [Virtualization](#) tab to match discovered products on virtual devices to their physical host. This ensures that software usage on virtual devices is associated with the appropriate physical host device.
6. Use the [Software Usage Items](#) tab to review the software usage that has been identified and [Commit](#) the data to the compliance workspace. Once the data is committed, the software usage management process can begin. This is performed in the [See also: Compliance](#) workspace.

The [Asset Summary](#) tab allows you to review the history of your data imports. This gives an overview of the changes to the devices in each business unit.

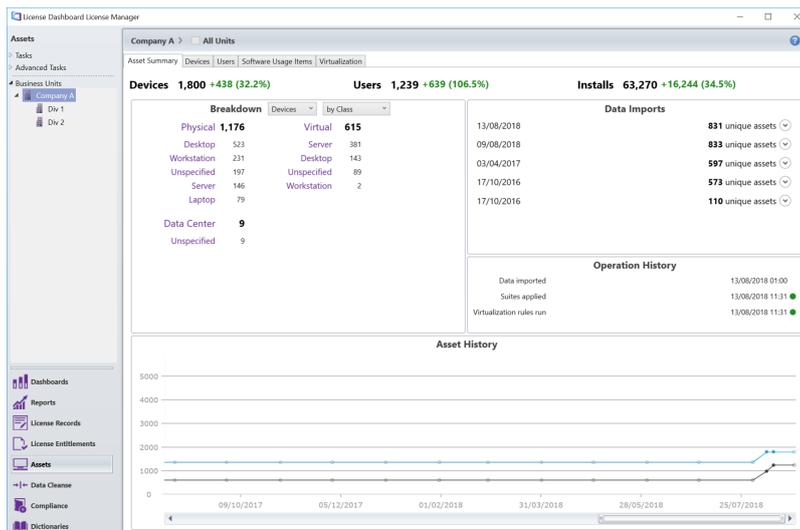
Click **Assets** in the workspace navigation pane to open the workspace. The assets workspace defaults to a view showing the asset summary details for the [Business Unit](#) you have selected.

In the screenshot below, the workspace shows asset summary details for the **Company A** business unit. Notice that Company A is selected in the pane on the left hand side of the screen.



How to Navigate the Assets Workspace

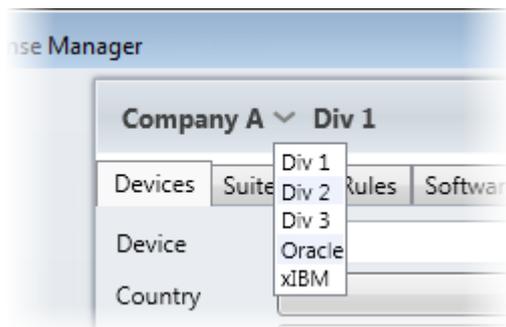
In the screenshot below, the workspace shows asset summary details for the **Company A** business unit. Notice that Company A is selected in the pane on the left hand side of the screen.



The breadcrumb trail at the top of the workspace confirms the selected business unit.

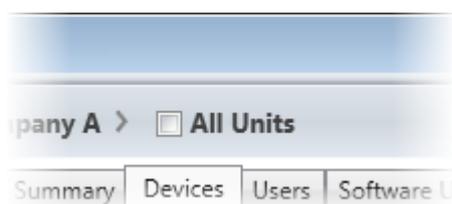


Click  to the right of the parent business unit to show a list of its child business units. Click any child business unit to view its data.



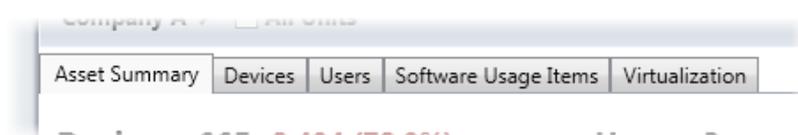
The All Units Tick Box

Tick **All Units** to include data from each child business unit in the tables below. This allows you to edit details across the entire organization without having to change the business unit you are viewing.



The Assets Tabs

The asset details are displayed in separate tabs.



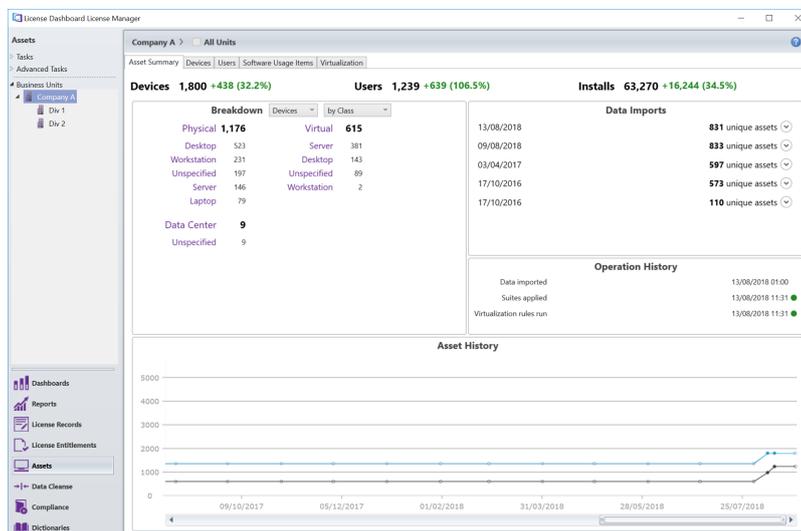
Click any tab header to view it. There are five tabs in the assets workspace.

- The [Asset Summary](#) tab is used to review the history of your data imports and import new data
- The [Device](#) tab is used to manage the devices for each business unit.
- The [Users](#) tab is used to manage the users for each business unit.
- The [Software Usage Items](#) tab displays a summary of discovered devices and the products installed on them.
- The [Virtualization](#) tab is used to match discovered products on virtual devices to their physical host device.

Assets Tabs

Asset Summary

The asset summary tab displays an overview of the live and historical asset details for the business unit.



The top of the tab displays three counts:

- The devices count shows the number of live devices for the business unit. It also shows the number of devices added in the last data import and the percentage increase.
- The users count shows the number of live users for the business unit. It also shows the number of users added in the last data import and the percentage increase.
- The installs count shows the number of live software installs for the business unit. It also shows the number of installs added in the last data import and the percentage increase.

The asset breakdowns displays a breakdown of the assets that make up the device count

Breakdown		Devices	by Class
Physical	980		
Desktop	448		
Workstation	198		
Unspecified	191		
Server	131		
Laptop	12		
Data Center	6		
Unspecified	6		
		Virtual	362
		Server	250
		Desktop	57
		Unspecified	55

- Click the breakdown drop downs to select how to breakdown the asset data:
 - Select **Devices** to show a breakdown of devices:
 - Select **by Class** to show device data by its classification, e.g. Desktop, Laptop, Server etc.
 - Select **by Platform** to show device data by its platform, e.g. Windows, Linux, Mac OS etc.
 - Select **by Environment** to show device data by its environment, e.g. Data Center, Desktop, Virtual Server etc.
 - Select **Users** to show a breakdown of users:
 - Select **by Department** to show user data by the department they are assigned to
 - Select **by Job Title** to show user data by their job titles
 - Select **Assets** to show device and user data together, by the country they are located in:
- Click on any item to view details in the [Devices](#) tab

The data imports shows details of when has been imported into License Manager.

Data Imports	
1/1/2016 16:58	2,453 unique assets 
Active Directory	2,270
Discovery	2,242
Discovery Tool	2,076
12/1/2015 16:38	2,359 unique assets 
11/1/2015 15:18	2,318 unique assets 
10/1/2015 15:58	2 336 unique assets 

- Click on the arrow at the right of an import to view the type of data that was imported.

The operation history shows details of the latest major operations in the assets and data cleanse workspaces

Operation History	
Data imported	1/1/2016 16:58
Suites applied	1/1/2016 17:02 ●
Virtualization rules run	1/1/2016 17:00 ●

The asset history chart shows the changes to the device count and the user count over a period of time.



- Click and drag on the chart to zoom into a period of time
- Use the scroll bar to browse through the history
- Click and drag at the edges of the scroll bar to zoom in and out of the timeline

Devices

The devices tab contains a list of devices that have been added to License Manager. This includes devices that are live or have been archived. By default, only live devices are displayed.

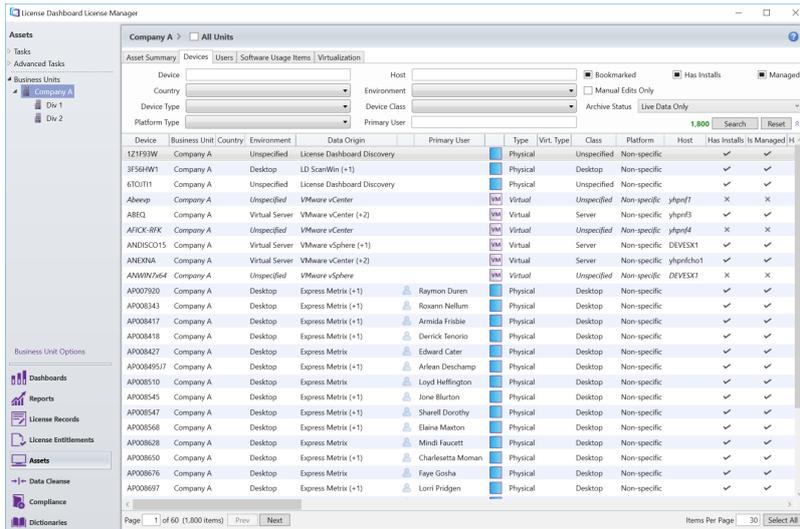
Devices are considered live if they were included in the import files for the most recent data import. If they are not included in the latest data import, they are marked for archiving. The device will then be archived after a number of days, according to your archiving setting. Your archiving setting is set in the data management settings, using the [Application Settings](#) task. *Please note; devices that are only discovered by a software metering tool will also be marked for archiving*

The purpose of the device workspace is to ensure that each device in your organization is accounted for. This includes:

- Ensuring each device is located in the correct business unit and location
- Ensuring the hardware and software details of each device is classified correctly

This helps to ensure that the appropriate licenses are allocated for the software installed on each device. Additional [tasks](#) are available to manage the data in this tab.

The devices in the list are all currently mapped to the selected business unit.



Each device is displayed with an image to identify the type of device:

- identifies a data center
- identifies a physical device
- identifies a virtual device
- identifies an application instance

The list can be searched and filtered.

Searches and filters are cumulative. When you search or filter, you can perform a second one without clearing the results to narrow down your results. Click the **Reset** button to cancel all the current searches and filters and start again.

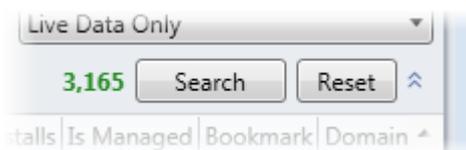
Search

To search, type in the text fields and click **Search** to display the results. The list can be searched by the following fields.

- The **Device** name.
- The **Host** server for the device.

Filters

1. Tick a filtering box or select options from the drop down lists. The asset count is updated:

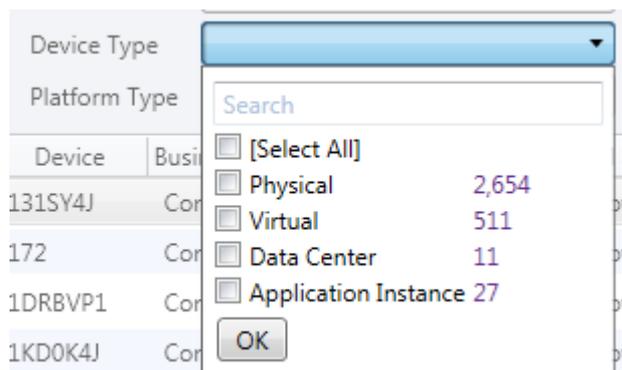


2. Click **Search**.

You may filter using the following fields.

- The **Bookmark** tick box shows only devices that have a [bookmark](#).
- The **Has Installs** tick box shows only devices that have software installed.
- The **Managed** tick box shows only devices that are marked as managed.
- The **Archive Status** field allows you to display live, archived or all devices that have been added to the workspace

Complex filters can be selected to define the data you want to show:



Tick each option you want to include in the filter and click **OK**.

You may filter using the following fields:

- The **Country** where the device is held.
- The **Environment** that the device operates on.
- The **Device Type** assigned to the device records.
- The **Device Class** assigned to the device record.
- The **Platform Type** assigned to the device record.

Device Options

Right click an item in the devices list for additional options. *Please note; device names can be copied and pasted for the [Set Bookmarks From List advanced task](#).*

CRY-CV9-FIE	Company A	United Kingdom	Server	Pl
CRY-EQP0-FIE	Company A	United Kingdom	Virtual Server	Vi
CRY-EQP8-FIE	Comp			Vi
CRY-EQP9-FIE	Comp			Vi
CRY-FDY0-QRI	Comp			Vi
CRY-FDY8-FIE	Comp			Vi
CRY-FDY9-FIE	Comp			Vi
CRY-FDY9-QRI	Company A	United Kingdom	Virtual Server	Vi

- Click **Copy Device Name(s)** to copy device names to the clipboard.
- Click **Copy All Device Names** to copy all devices names in the list to the clipboard.
- Click **Copy Host Name(s)** to copy the name of the devices host device. The names are copied to the clipboard.
- Click **View in Virtualization** to view the device in the [Virtualization tab](#).

Users

The users tab displays a list of users that have been added to License Manager. This includes users that are live or have been archived. Only live users are displayed by default.

User accounts may be sourced from multiple locations, such as Active Directory, email, Office 365, SAP etc. Each account may have a different user name. When software usage data for user licensed products is imported to License Manager, it will add it to the appropriate user account. If the account does not already exist, it will create a new user.

In License Manager, Active Directory is the primary source for identifying a user. Accounts from other sources are secondary sources. Accounts that have been identified from a secondary source should be matched to the primary Active Directory account for the user.

There are two types of user account:

- Confirmed. This is the primary Active Directory account for the user
- Unconfirmed. This is a user account that has been discovered from a secondary source

The purpose of the users workspace is to:

- Ensure that each user in your organization is accounted for and organized under the correct business unit and location. This will ensure that the software usage is assigned to the correct business unit for management purposes.
- Ensure that multiple accounts for a user have been consolidated into a single account. This will ensure that the appropriate licenses are allocated to a single user for reporting purposes. *Please note; secondary user accounts are mapped to primary user accounts in the [User Mapping](#) tab in the data cleanse workspace*

The users in the list are all currently mapped to the selected business unit.

Username	Employee ID	Company	Department	Job Title	Manager	Business Unit	Country
Aaron Woods		UniversalExport Software	Sales	Sales Executive - Charities & Housing Associations	Jason Beaumont	Company A	
aayer@sap.com						Company A	
abbeym@office.com						Company A	
abenn@sap.com						Company A	
abird@sap.com						Company A	
abramson@office.com						Company A	
ackern@office.com						Company A	
Adam Green		UniversalExport Software	Software Asset Management	SAM Consultant	Jason Davies	Company A	
Adam Green (ZDU)		License Dashboard	Software Asset Management	SAM Consultant	Jason Davies	Company A	
addison@office.com						Company A	
Adeline Fogle						Company A	
Adrian Seals						Company A	
adren@sap.com						Company A	
ADFS Service						Company A	
Administrator			Helpdesk	Senior Technical Support Engineer		Company A	
aweso@sap.com						Company A	
aeldr@sap.com						Company A	
agarr@sap.com						Company A	
agriv@sap.com						Company A	
ahath@sap.com						Company A	
aherb@sap.com						Company A	
AirWatch						Company A	
aliken@office.com						Company A	
Akis Nizis		UniversalExport Software	Software Development	Lead Developer License Dashboard	Kevin Wootton	Company A	
Akis Nizis ADM						Company A	

Each user is displayed with an icon to identify the users:

-  shows confirmed user accounts
-  shows unconfirmed user accounts

Additional [tasks](#) are available to manage the data in this tab.

The list can be searched and filtered.

Searches and filters are cumulative. When you search or filter, you can perform a second one without clearing the results to narrow down your results. Click the **Reset** button to cancel all the current searches and filters and start again.

Search

To search, type in the text fields and click **Search** to display the results. The list can be searched by the following fields.

- The **User** name.

Filters

1. Tick a filtering box or select options from the drop down lists. The asset count is updated:

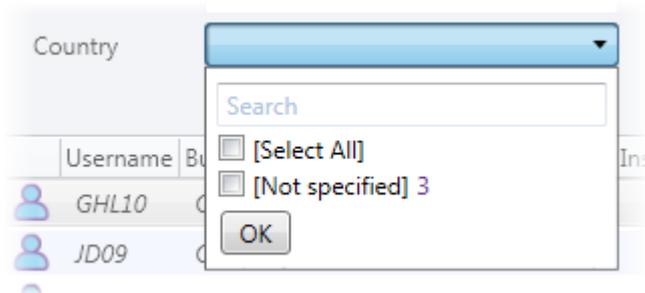


2. Click **Search**.

You may filter using the following fields.

- The **Bookmark** tick box shows only users that have a [bookmark](#).
- The **Confirmed** tick box shows only user accounts that are confirmed
- The **Managed** tick box shows only users that are marked as managed.
- The **Has Installs** tick box shows only users that have software installed.
- The **Archive Status** field allows you to display live, archived or all users that have been added to the workspace

Complex filters can be selected to define the data you want to show:



Tick each option you want to include in the filter and click **OK**.

You may filter using the following fields:

- The **Country** where the user is located.
- The **Environment** that the user operates in.

Device Options

Right click an item in the users list for additional options. *Please note; user names can be copied and pasted for the [Set Bookmarks From List advanced task](#).*

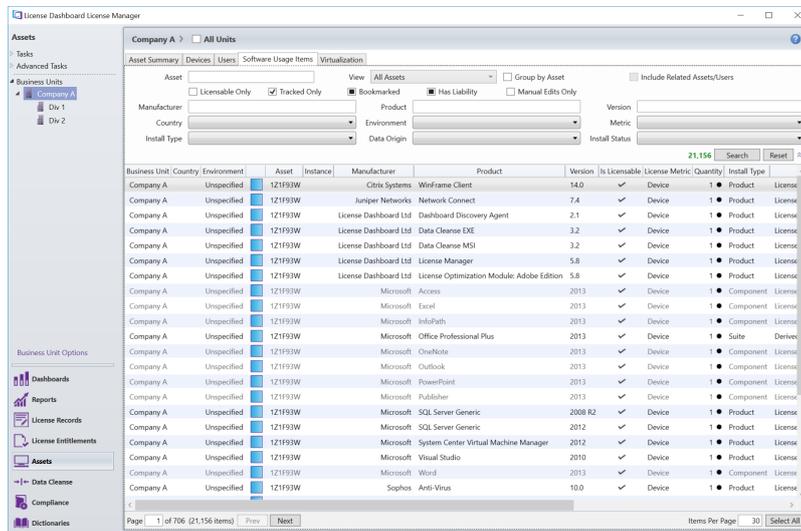
Username	Business Unit	Country	Environment	Install Source	Has Installs	Is Managed	Bookmark	User
CBD28	Company A					x	x	
LM23	Company A					x	x	
MBD02	Company A					x	x	

- Click **Copy Asset Name(s)** to copy user names to the clipboard.
- Click **Copy All Asset Names** to copy all user names in the list to the clipboard.

Software Usage Items

The software usage Items tab displays the recognized installed software information.

The purpose of this tab is to review the software installed on the devices in the business unit and commit it to the compliance workspace. This ensures that the software usage data is correct before it enters the software usage management process. Additional [tasks](#) are available to manage the data in this tab.

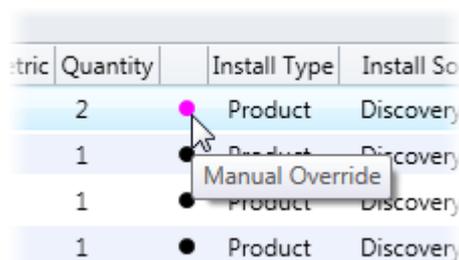


Please Note: When you elect an item that is a suite or component of a suite, the other items in that suite are also highlighted.

Each item is displayed with an image to identify what the software install is associated with:

- identifies a data center
- identifies a physical device
- identifies a virtual device
- identifies an application instance
- identifies a user

The items are color-coded to show the status of each install quantity. Hover the mouse pointer over the spot for more information.



- Black indicates that the quantity is based on the install metric.
- Red indicates that the quantity is based on a default value due to missing install data.
- Blue indicates that the user has manually edited a quantity with a default value
- Fuscha indicates that the user has manually edited a quantity based on the install metric

The list can be searched and filtered.

Searches and filters are cumulative. When you search or filter, you can perform a second one without clearing the results to narrow down your results. Click the **Reset** button to cancel all the current searches and filters and start again.

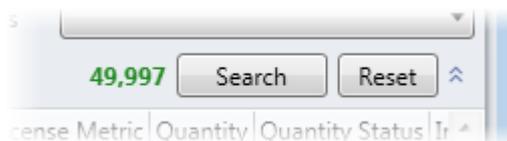
Search

To search, type in one or more fields and click **Search** to display the results. You may search using the following fields.

- The **Device** name.
- The name of the **Manufacturer**.
- The **Product Name**.
- The product **Version** number.

Filters

1. Tick a filtering box or select options from the drop down lists. The asset count is updated:

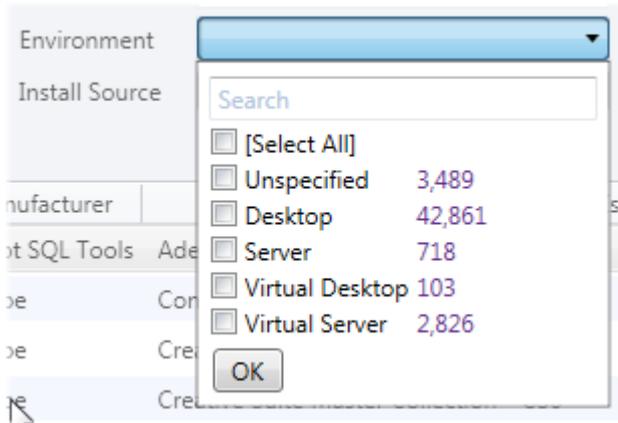


2. Click **Search**.

You may filter using the following fields.

- The **Aggregated** tick box shows the list of software usage items in an aggregated form.
- The **Is Licensable Only** tick box shows only software usage items that are licensable.
- The **Tracked Only** tick box shows only software usage items that are [tracked in the Software Usage](#) workspace.
- The **Bookmarked** tick box shows only software usage items on devices that have a bookmark.
- The **Has Liability** tick box shows only software usage items that incur a licensing liability
- The **Manual Edits Only** tick box shows only software usage items that have been manually edited in this tab

Complex filters can be selected to define the data you want to show:

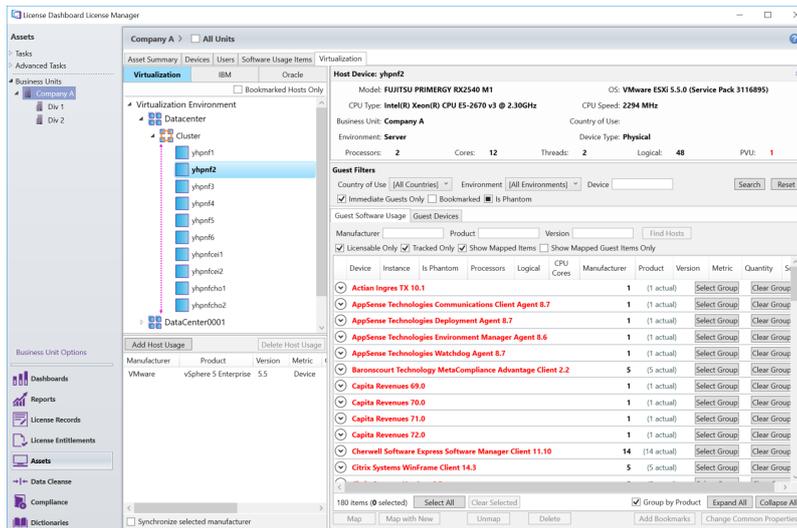


Tick each option you want to include in the filter and click **OK**.

- The **Country** where the software usage item is held.
- The **Environment** that the software usage item operates on.
- The **Metric** that applies to the software usage item.
- The **Install Type** for the software usage item. For example a software usage item may be installed as part of a suite.
- The **Install Source** that was used to discover the software usage item.
- The **Install Status** for the software usage item. For example, a discovered software usage item may have been created by a rule.

Virtualization

The virtualization tab is used to match discovered products on virtual devices to their physical host.



The tab is split into three sections.

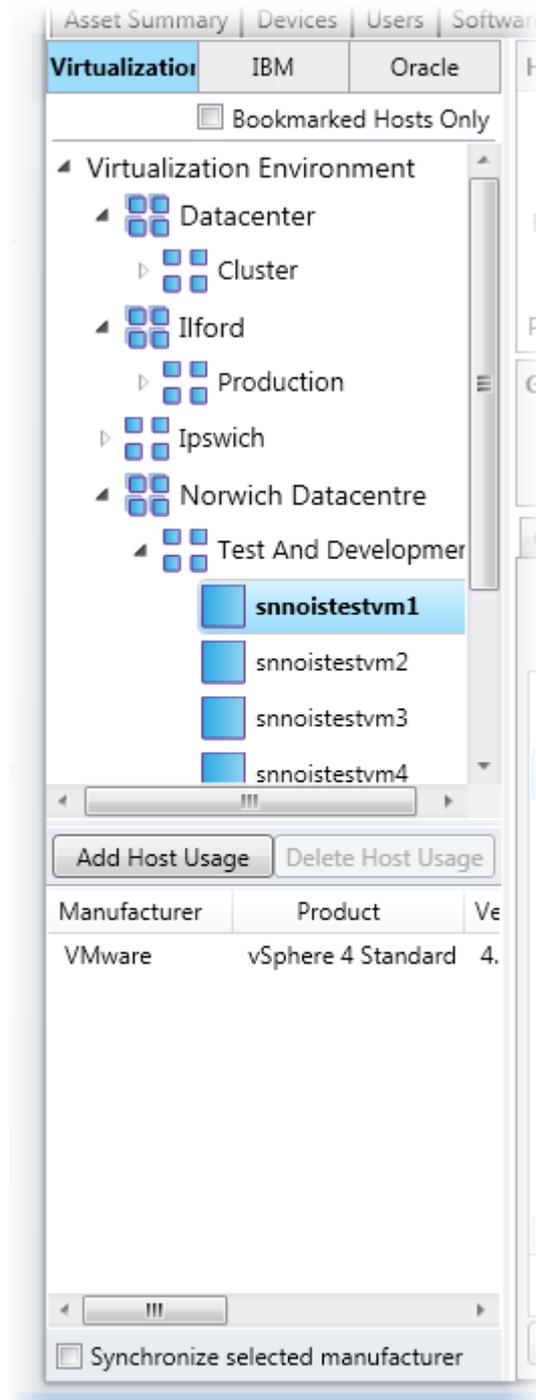
- The [Virtualization, IBM and Oracle Environments](#) section shows host devices for the selected organization.
- The [Host Device](#) section shows details of the selected data center or physical server.
- The [Guest](#) section shows guest devices mapped to the host device and software usage on the guest devices.

Virtualization, IBM and Oracle Environments

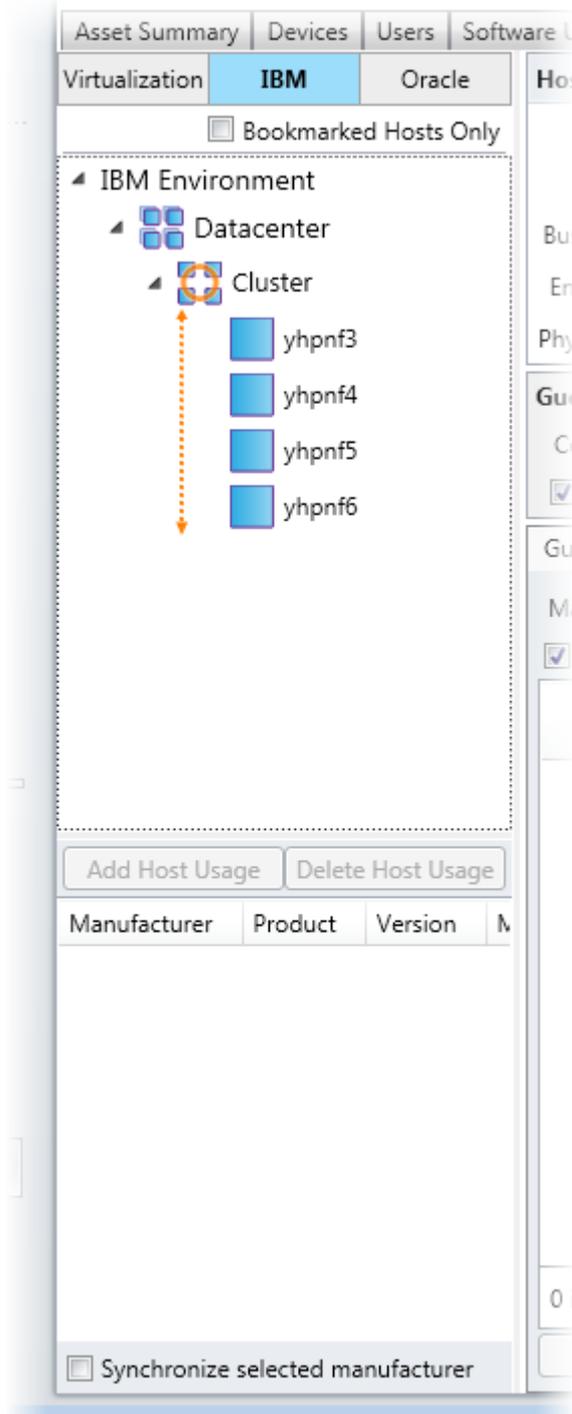
The virtualization, IBM and oracle environment section shows host devices for the selected organization in a tree structure.

The host devices are organized in three tabs:

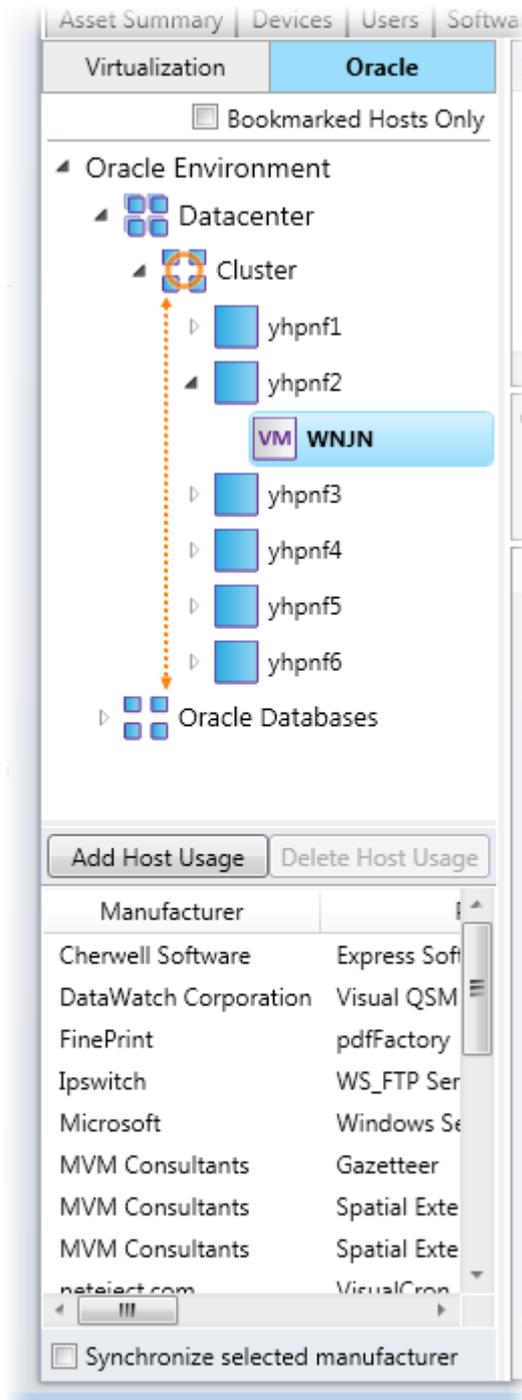
- Virtualization. This shows all data centers for your organization. Clusters are shown under their data center. Physical servers are shown under a cluster or directly under the data center if they are not organized into a cluster. *Please note; if a device only contains Oracle data, it is not displayed in the Virtualization tab. It is only displayed in the Oracle tab. Clusters and Data Centers will not be displayed in the Virtualization tab if all of their devices only contain Oracle data. Devices, clusters and data centers with a mix of standard data and Oracle data are displayed in the Virtualization tab. The Oracle tab contains every data center, cluster and device with Oracle data.*



- IBM. This tab is only available if IBM software has been identified on host and virtual devices. This shows all data centers for your organization that have devices containing IBM data. Clusters that have devices with IBM data are shown under their data center. Physical servers with IBM data are shown under a cluster or directly under the data center if they are not organized into a cluster. Virtual servers with IBM data are shown under their physical server.



- Oracle. This tab is only available if Oracle data has been imported via the Oracle Review Lite Processor. This shows all deployments for your organization that have devices containing Oracle data. Oracle deployments to physical servers are displayed in a separate tree from Oracle deployments to virtual servers. Direct deployments on a physical server will be displayed in an 'application instance' > 'physical host' hierarchy - Deployments to virtual servers will be displayed in an 'application instance' > 'virtual server'>'physical host'>'cluster'>'datacenter' hierarchy

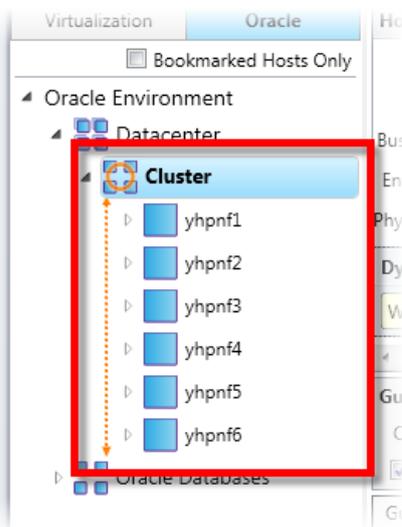


Please note: Oracle devices that have not been assigned to a host are displayed in the independent hosts tree in the Oracle tab

Each device is displayed with an image to identify the type of device:

-  identifies a data center with servers clustered into groups
-  identifies a data center or cluster
-  identifies a physical device
-  identifies a virtual device
-  identifies an application instance

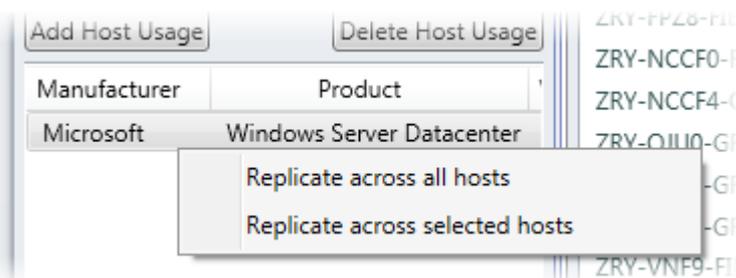
Data centers or clusters with active dynamic resource allocation are marked to show which devices are included:



Click a data center, server, physical device or virtual device to select it. The device details are displayed in the [Host Device section](#). Software usage on the device is displayed below. Click a product to select it.

Tick **Synchronize selected manufacturer** to filter the guest software usage tab to display software usage items for the selected manufacturer.

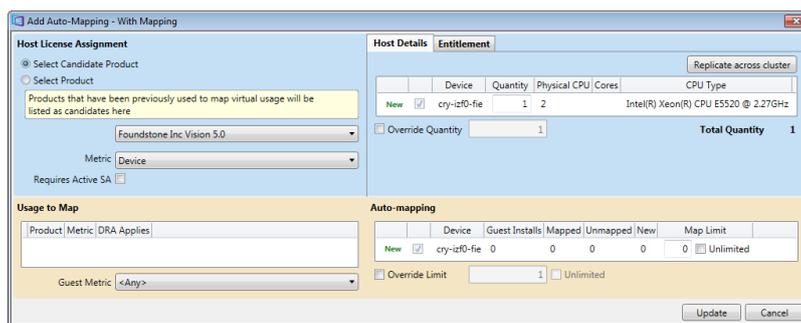
Right click a mapped product for additional options.



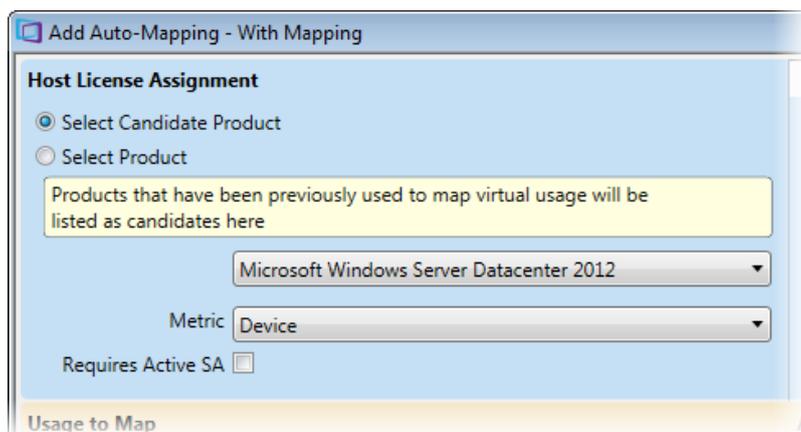
- Click **Replicate across all hosts** to map the product in the same way for all servers in the data center.
- Click **Replicate across selected hosts** to map the product in the same way for selected server. A window is displayed, tick to select servers to replicate mapping.

How to Add Software Usage to a Host Device

1. Select the host device you want to add software usage to.
2. Click **Add Host Usage**. The add auto-mapping - with mapping window is displayed.

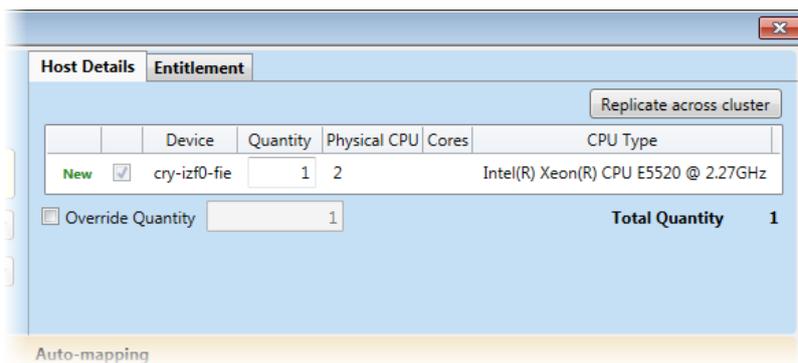


The host license assignment section shows the product license details you want to add to the host device.



3. Select the product filtering option;
 - Use **Select Candidate Product** to search for a product that has previously been used to map guest software usage.
 - Use **Select Product** to search for any product to map guest software usage to.
4. Select the product.
5. Select the license **Metric** for the product.
6. Tick **Requires Active SA** to indicate the license requires active software maintenance.

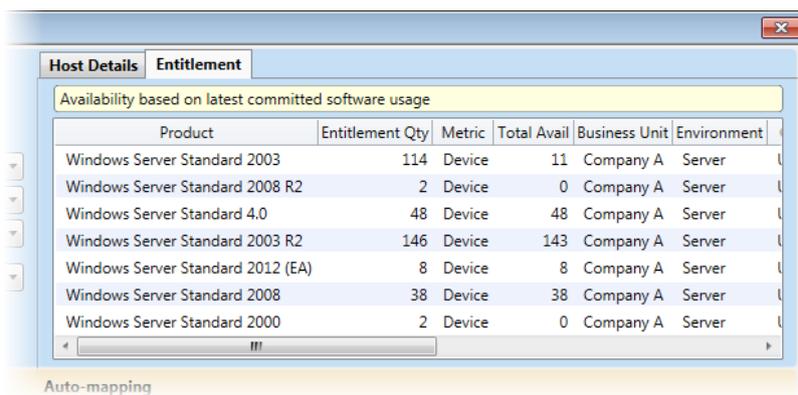
The host details tab shows the physical devices you are adding the license to.



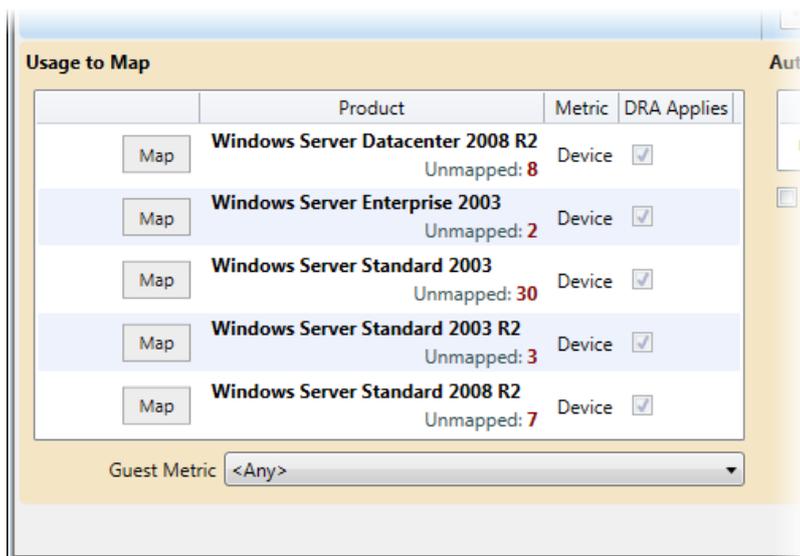
7. Assign the quantity of licenses to each host device.

- Click **Replicate across cluster** to show all other servers in the cluster. Tick each server to add the license to.
- Type a **Quantity** of licenses to add to each server. Or:
- Tick **Override Quantity** and type the number of licenses to assign to each server.

The entitlement tab shows the available license entitlement for the license in the host license assignment section.

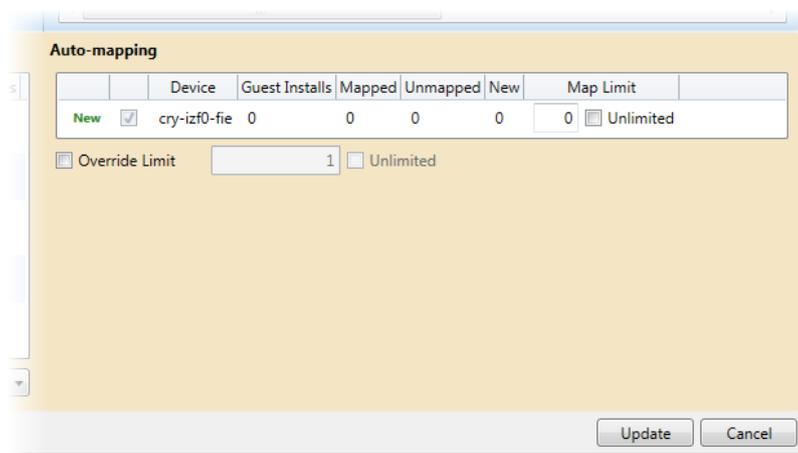


The usage to map section shows software usage on guest devices that can be mapped to the license assigned to the host.



8. Click **Map** against each software usage item you want to map to the host device.
 - Select a **Guest Metric** to assign it to the usage.

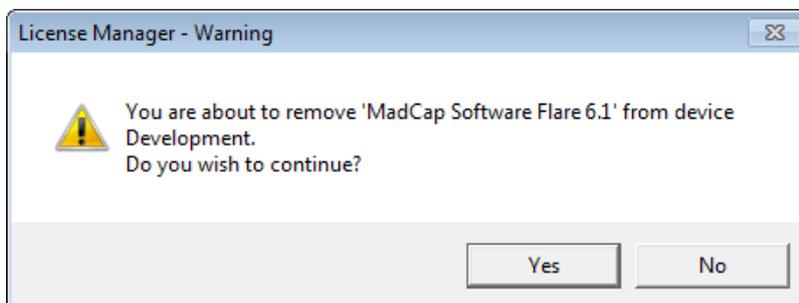
The auto-mapping section shows each server you are mapping to. It also shows details of current software usage and how it has been mapped. The auto-mapping feature allows you to automatically map new guest usage to the host device.



9. Tick each device to apply the auto-mapping rule to.
 - Input the **Map Limit** or tick **Unlimited** to set the number of instances of software usage on guest devices that can be mapped to each server. Or:
 - Tick **Override limit** and input the number or tick **Unlimited** to apply the same value to all host devices in the list.
10. Click **Update**.

How to Delete Host Usage

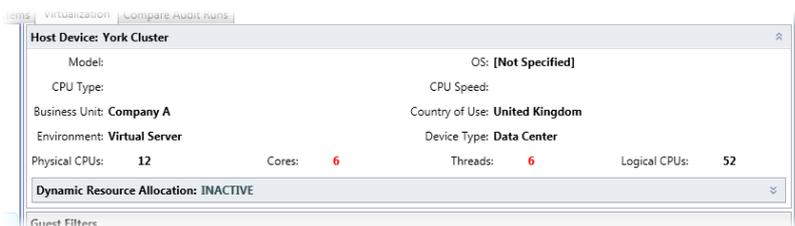
1. Select the host device you want to delete software usage from
2. Select the software usage product you want to delete.
3. Click **Delete Host Usage**. A warning message is displayed.



4. Click **Yes**. The software usage is deleted from the host device.

Host Device

The host device section shows details of the selected host device. *Please note: If the device is a data center, it will show the total number of Physical CPUs, Cores, Threads and Logical CPUs on the devices in the data center. The value is marked in red if default values have been used to calculate the total.*

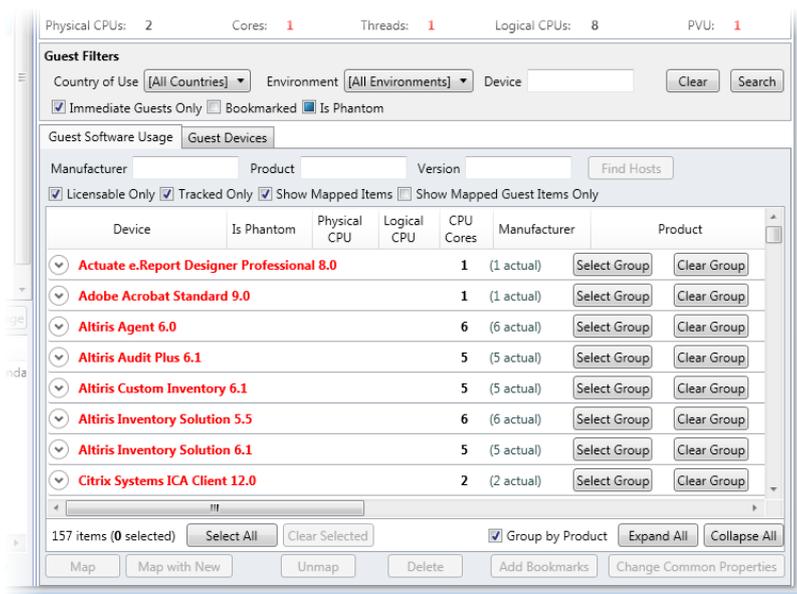


Dynamic resource allocation can be activated for data centers. This indicates that the servers are clustered to share the resources across all servers in the data center. Guest devices and software usage is replicated across all host devices in the cluster when dynamic resource allocation is activated.

- Click **Activate** to activate dynamic resource allocation for the selected host device.
- Click **Deactivate** to deactivate dynamic resource allocation for the selected host device.

Guest

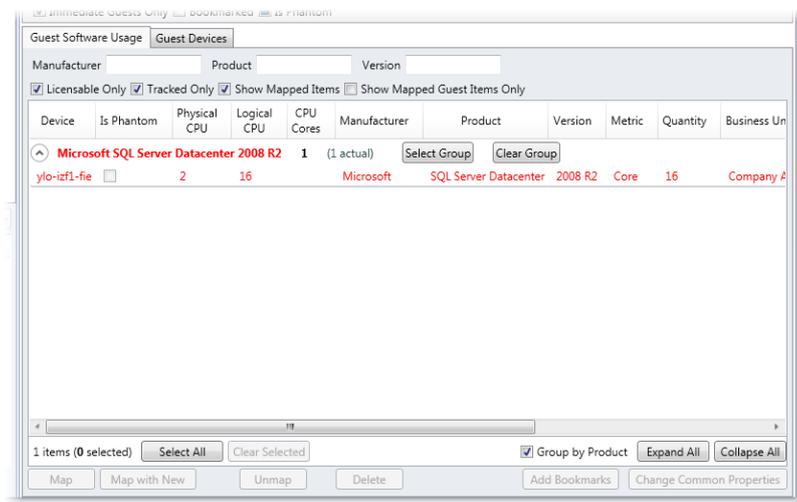
The guest section shows guest devices mapped to the host device and software usage on the guest devices.



The guest lists can be filtered by country of use and environment. The lists can also be filtered to only display Immediate guests, bookmarked and phantom devices. The lists can be searched for a specific device.

Guest Software Usage Tab

The guest software usage tab shows software usage on guest devices that can be mapped to the host device.

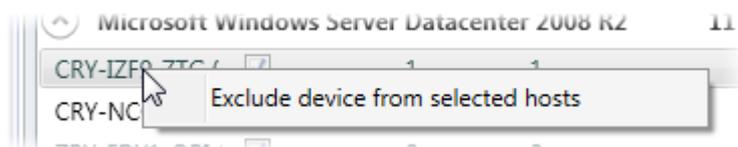


The guest software usage list can be searched by manufacturer, product and product version. The list can be filtered to only display licensable and tracked items. It can also be filtered to show mapped Items and can show mapped guest Items only.

Please note: Oracle application instances are only displayed if you view the device in the Oracle Virtualization tree. This data is only available on virtual or physical devices, not data centers or clusters.

- Click a software usage item to select it
- Click **Select Group** to select all software usage items for a product
- Click **Clear Group** to deselect all software usage items for a product
- Click **Select All** to select all software usage items in the guest device
- Click **Clear Selected** to deselect all software usage items
- Tick **Group by Product** to group software usage by products
- Click **Expand All** to show all grouped software usage items
- Click **Collapse All** to hide all grouped software usage items

Right click a device for additional options.



Click **Exclude device from selected hosts** to exclude the product usage on the device from selected host servers. A window is displayed, tick to select servers to exclude the device from.

How to Map Guest Software Usage to a Host Device

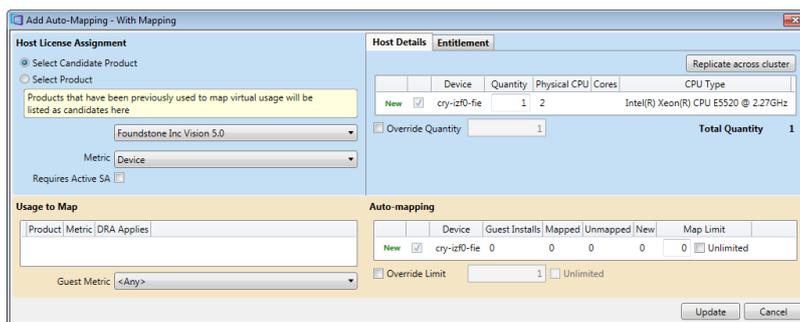
Unmapped guest software usage is displayed in red text.

1. Select the guest software usage item you want to map.
2. Select the host software usage item to map to.
3. Click **Map**. The guest software usage item is mapped to the host software usage item. The mapped guest software usage is displayed in black text.

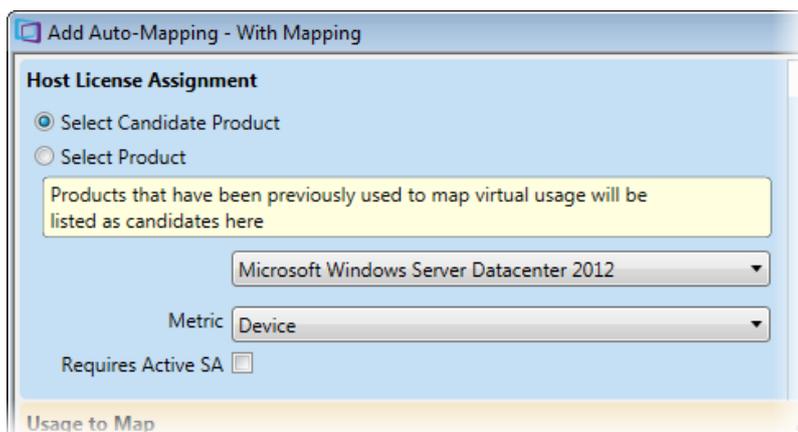
How to Map Guest Software Usage and Add it to a Host Device

Unmapped guest software usage is displayed in red text.

1. Select the guest software usage item you want to map.
2. Click **Map with New**. The add software usage - with mapping window is displayed.

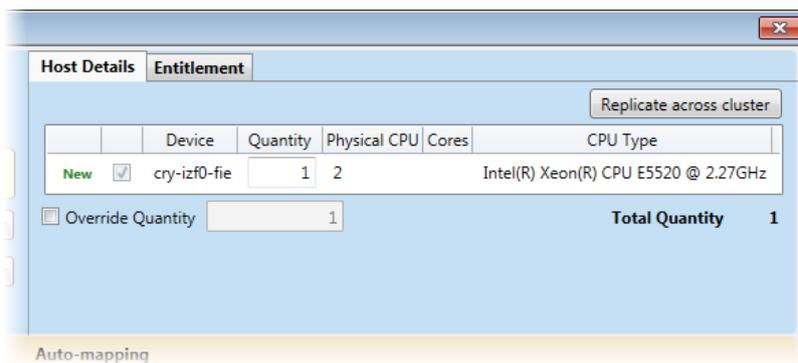


The host license assignment section shows the product license details you want to add to the host device.



3. Select the product filtering option;
 - Use **Select Candidate Product** to search for a product that has previously been used to map guest software usage.
 - Use **Select Product** to search for any product to map guest software usage to.
4. Select the product.
5. Select the license **Metric** for the product.
6. Tick **Requires Active SA** to indicate the license requires active software maintenance.

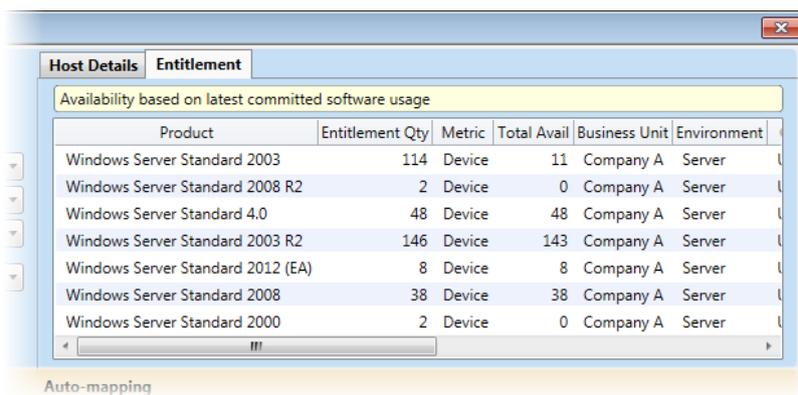
The host details tab shows the physical devices you are adding the license to.



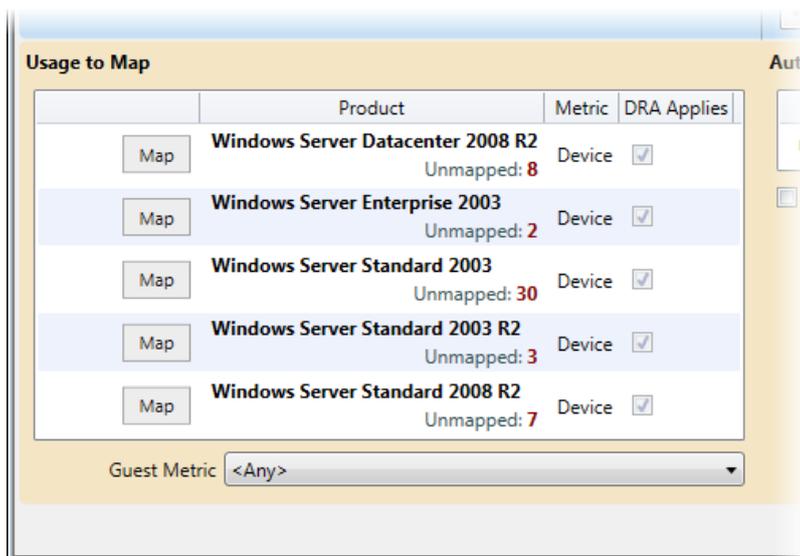
7. Assign the quantity of licenses to each host device.

- Click **Replicate across cluster** to show all other servers in the cluster. Tick each server to add the license to.
- Type a **Quantity** of licenses to add to each server. Or:
- Tick **Override Quantity** and type the number of licenses to assign to each server.

The entitlement tab shows the available license entitlement for the license in the host license assignment section.

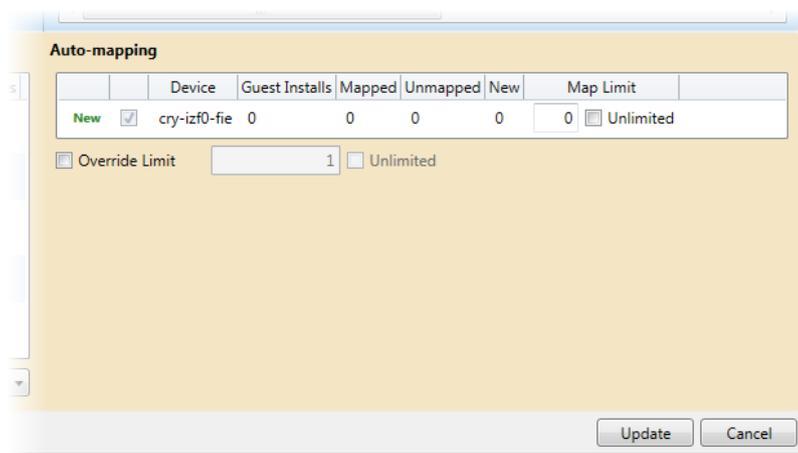


The usage to map section shows software usage on guest devices that can be mapped to the license assigned to the host.



8. Click **Map** against each software usage item you want to map to the host device.
 - Select a **Guest Metric** to assign it to the usage.

The auto-mapping section shows each server you are mapping to. It also shows details of current software usage and how it has been mapped. The auto-mapping feature allows you to automatically map new guest usage to the host device.



9. Tick each device to apply the auto-mapping rule to.
 - Input the **Map Limit** or tick **Unlimited** to set the number of instances of software usage on guest devices that can be mapped to each server. Or:
 - Tick **Override limit** and input the number or tick **Unlimited** to apply the same value to all host devices in the list.
10. Click **Update**. The guest software usage item is mapped to the host software usage item. The mapped guest software usage is displayed in black text.

How to Unmap Guest Software Usage

Mapped Guest Software Usage is displayed in black text.

1. Select the Guest Software Usage Item you want to unmap.
2. Click **Unmap**. The Guest Software Usage Item is unmapped. The Unmapped Guest Software Usage is displayed in red text.

How to Delete Guest Software Usage

1. Select the Guest Software Usage Item you want to delete.
2. Click **Delete**. A warning message is displayed.



3. Click **Yes**. The Guest Software Usage item is deleted.

How to Bookmark Guest Software Usage Items

1. Select the Guest Software Usage Items you want to bookmark.
2. Click **Add Bookmarks**. The Software Usage Items are bookmarked.

How to Change Common Properties of Guest Software Usage Items.

1. Select the Guest Software Usage Items you want to edit.
2. Click **Change Common Properties**. The Change Common Software Usage Item Properties window is displayed.

Change Common Software Usage Item Properties

Change the properties of each of the 1 selected software usage items

Product Information

Manufacturer:

Product:

Metric:

Quantity:

Requires Active SA:

Install Information

Install Type:

Install Source:

Device

Bookmark

3. Amend the properties you want to change for each selected Guest Software Usage Item.
4. Click **OK**. All of the selected Guest Software Usage Items are updated with the new details.

Guest Devices Tab

The Guest Devices Tab shows Guest Devices mapped to the Host Device.

Guest Software Usage | Guest Devices

Make: Model: OS: Service Pack:

Device Class: Device Type:

	Device	Is Phantom	Is Excluded	Make	Model	OS
<input checked="" type="checkbox"/>	Abeevp (yhpnf1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	ABEQ (yhpnf3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	VMware Virtual Platform		Microsoft Windows Server 20
<input checked="" type="checkbox"/>	AFICK-RFK (yhpnf4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	ANEXNA (yhpnfcho1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	VMware Virtual Platform		Microsoft Windows Server 20
<input checked="" type="checkbox"/>	BETNAN (yhpnf6)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	VMware Virtual Platform		Microsoft Windows Server 20
<input checked="" type="checkbox"/>	BYNAN (yhpnf3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	VMware Virtual Platform		Microsoft Windows Server 20
<input checked="" type="checkbox"/>	CENWV (yhpnf3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	VMware Virtual Platform		Microsoft Windows Server 20
<input checked="" type="checkbox"/>	CNCYBB (yhpnf4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	VMware Virtual Platform		Microsoft Windows Server 20
<input checked="" type="checkbox"/>	CNE (yhpnf5)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	VMware Virtual Platform		Microsoft Windows Server 20

167 items (0 selected)

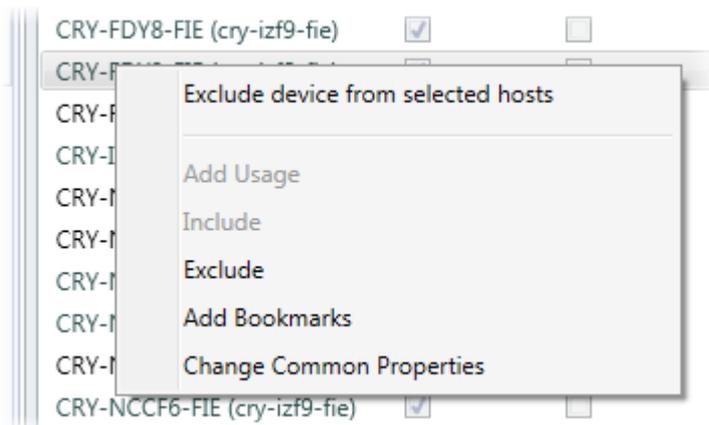
Group by OS

The Guest Devices list can be searched by Make, Model, OS, Service Pack and Device Class. The list can be filtered by Device Type.

Click a Device to select it. Click **Select Group** to select all Devices for an OS. Click **Clear Group** to deselect all Devices for an OS. Click **Clear Selected** to deselect all Devices.

Tick **Group by OS** to group Devices by Operating System. Click **Expand All** to show all grouped Devices. Click **Collapse All** to hide all grouped Devices.

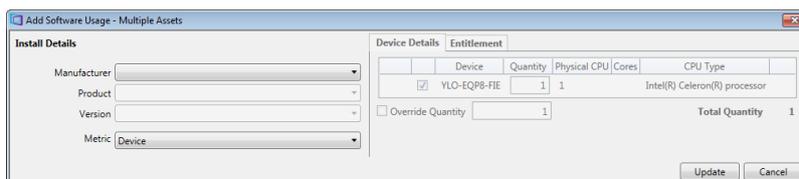
Right click a device for additional options.



- Click **Exclude device from selected hosts** to exclude the product usage on the device from selected host servers. A window is displayed, tick to select servers to exclude the device from.
- Click **Add Usage** to add product usage to the guest device. The Add Software Usage Window is displayed ([See also: How to Add Guest Usage.](#)).
- Click **Include** to include product usage on the device in the virtual environment.
- Click **Exclude** to exclude product usage on the device in the virtual environment.
- Click **Add Bookmarks** to bookmark the device ([See also: How to Bookmark Devices.](#)).
- Click **Change Common Properties** to change the properties of the device ([See also: How to Change Common Properties of Guest Devices.](#))

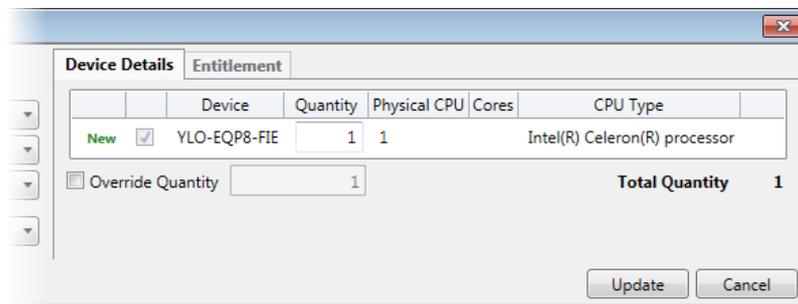
How to Add Guest Usage

1. Select the Guest Device you want to add Software Usage to.
2. Click **Add Guest Usage**. The Add Software Usage - Multiple Assets window is displayed.



3. Select the manufacturer, product and version.
4. Select the license **Metric** for the product.

The Device Details tab shows the physical devices you are adding the license to.



5. Assign the quantity of licenses to each device.
 - Type a **Quantity** of licenses to add to each server. Or:
 - Tick **Override Quantity** and type the number of licenses to assign to each server.
6. Click **Update**. The Software Usage is added to the Guest Device. It is unmapped and displayed in the [Guest Software Usage tab](#).

How to Bookmark Devices

1. Select the Devices you want to bookmark.
2. Click **Add Bookmarks**. The Devices are bookmarked.

How to Change Common Properties of Guest Devices

1. Select the Guest Devices you want to edit.
2. Click **Change Common Properties**. The Change Common Device Properties window is displayed.

Change the properties of each of the 1 selected assets

Categories

Business Unit Device Type

Environment Virtualization Type

Country Device Class

Platform

Device

Physical CPUs CPU Cores

CPU Threads Logical CPUs

PVU Multi-Threaded

User Specified 1

User Specified 2

User Specified 3

User Specified 4

Bookmark Is Managed

Has Installs

Host

Host Name

Set All Assets To No Host

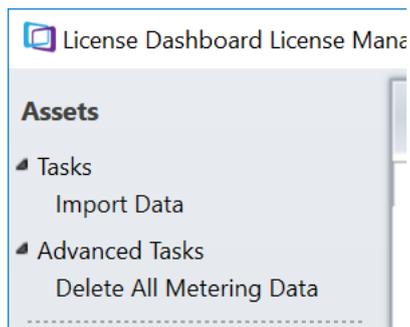
OK Cancel

3. Amend the properties you want to change for each selected Guest Device.
4. Click **OK**. All of the selected Guest Devices are updated with the new details.

Assets Tasks

There are several assets tasks. Each tab in the workspace has a different tasks list and advanced tasks list. Each list provides a number of tasks that can be performed in the current tab.

Asset Summary tasks



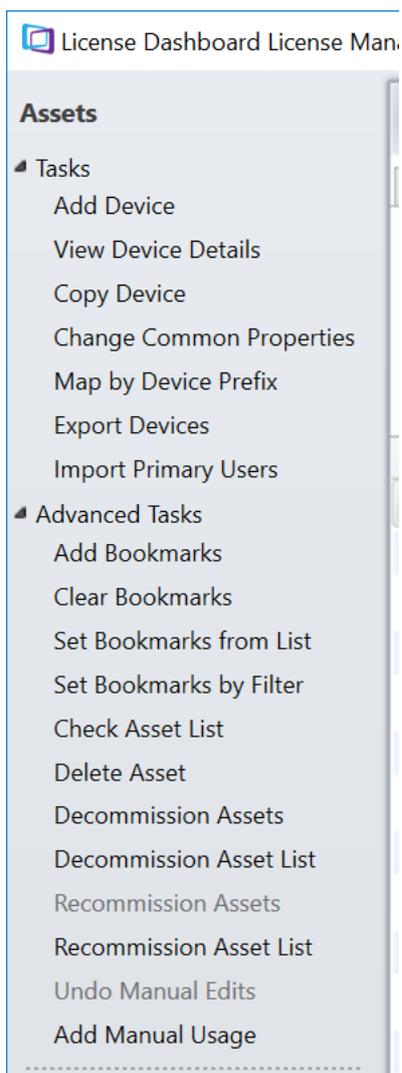
There is one main tasks in the assets tab.

- The [Import Data](#) task allows you to import raw data generated by a software asset management tool.

There is one advanced task in the assets tab.

- The [Delete All Metering Data](#) task allows you to delete all metered data.

Devices tasks



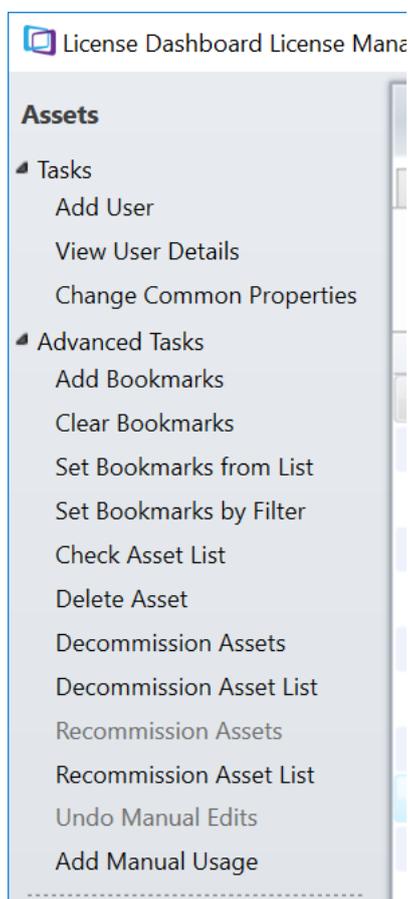
There are four main tasks in the devices tab.

- The [Add Device](#) task allows you to add a device to an Audit Run.
- The [View Device Details](#) task allows you to view and edit the details of any device.
- The [Copy Device](#) task allows you to copy the details of a device to create a new device.
- The [Change Common Properties](#) task allows you to change the properties of multiple devices.
- The [Map By Device Prefix](#) task allows you to map existing devices according to any prefix rules you have in place.
- The [Export Devices](#) task allows you to export devices to update the primary user details.
- The [Import Primary Users](#) task allows you to import primary user details for all devices.

There are twelve advanced tasks in the devices tab.

- The [Add Bookmarks](#) task allows you to add a bookmark to devices
- The [Clear Bookmarks](#) task allows you to clear bookmarks on all devices.
- The [Set Bookmarks from List](#) task allows you to manually enter a list of devices to bookmark.
- The [Set Bookmarks by Filter](#) task allows you to filter devices to bookmark.
- The [Check Asset List](#) task allows you to compare live assets with a list of known devices.
- The [Delete Asset](#) task allows you to delete an asset.
- The [Decommission Assets](#) task allows you to mark an asset as decommissioned
- The [Decommission Asset List](#) task allows you to mark a list of assets as decommissioned
- The [Recommission Assets](#) task allows you to recommission a decommissioned asset
- The [Recommission Assets List](#) task allows you to recommission a list of decommissioned assets
- The [Undo Manual Edits](#) task allows you to reset any changes made to the data after it was imported
- The [Add Manual Usage](#) task allows you to manually add software usage to assets

Users tasks



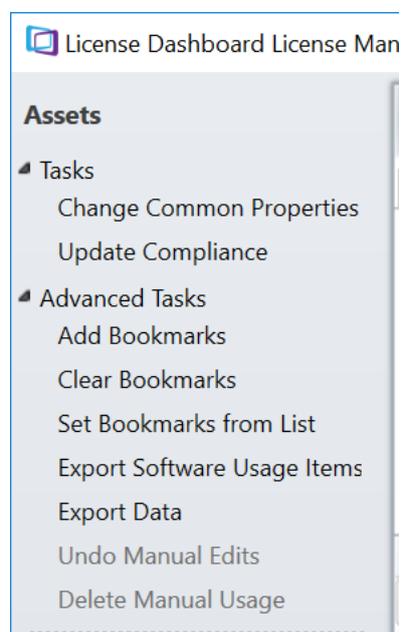
There are three main tasks in the users tab.

- The [Add User](#) task allows you to add a user.
- The [View User Details](#) task allows you to view and edit the details of any user.
- The [Change Common Properties](#) task allows you to change the properties of multiple users.

There are twelve advanced tasks in the devices tab.

- The [Add Bookmarks](#) task allows you to add a bookmark to users
- The [Clear Bookmarks](#) task allows you to clear bookmarks on all users.
- The [Set Bookmarks from List](#) task allows you to manually enter a list of users to bookmark.
- The [Set Bookmarks by Filter](#) task allows you to filter users to bookmark.
- The [Check Asset List](#) task allows you to compare live assets with a list of known users.
- The [Delete Asset](#) task allows you to delete an asset.
- The [Decommission Assets](#) task allows you to mark an asset as decommissioned
- The [Decommission Asset List](#) task allows you to mark a list of assets as decommissioned
- The [Recommission Assets](#) task allows you to recommission a decommissioned asset
- The [Recommission Assets List](#) task allows you to recommission a list of decommissioned assets
- The [Undo Manual Edits](#) task allows you to reset any changes made to the data after it was imported
- The [Add Manual Usage](#) task allows you to manually add software usage to assets

Software Usage Items tasks



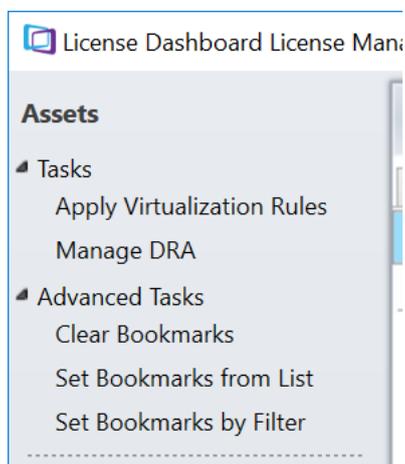
There are two main tasks in the software usage items tab.

- The [Change Common Properties](#) task allows you to change the properties of multiple software usage items.
- The [Update Compliance](#) task allows you to transfer the cleansed data to the compliance workspace.

There are six advanced tasks in the software usage items tab.

- The [Add Bookmarks](#) task allows you to add a bookmark to devices.
- The [Clear Bookmarks](#) task allows you to clear bookmarks on all devices.
- The [Set Bookmarks from List](#) task allows you to manually enter a list of users to bookmark.
- The [Export Software Usage Items](#) task allows you to export the summary data to a .XML file.
- The [Export Data](#) task allows you to export the data to a .CSV file.
- The [Undo Manual Edits](#) task allows you to undo all manual edits made to the data after it was imported

Virtualization tasks



There is one main task in the virtualization tab.

- The [Apply Virtualization Rules](#) task allows you to transfer the cleansed data to the compliance workspace.
- The [Manage DRA](#) task allows you to enable or disable DRA on multiple data centers

There are three advanced tasks in the virtualization tab.

- The [Clear Bookmarks](#) task allows you to clear bookmarks on all virtual devices.
- The [Set Bookmarks From List](#) task allows you to manually enter a list of virtual devices to bookmark.
- The [Set Bookmarks by Filter](#) task allows you to filter virtual devices to bookmark.

Add Device

The add device task allows you to add new devices to the assets workspace.

1. Click **Add Device** in the tasks list. The new device window is displayed.

2. Input the **Device Name**.
3. Input the **Device Details**.

4. Input any **Additional** details. *Please Note: Use the [Application Settings](#) task to rename the **User Specified** fields.*

- Click the Notes tab to add any additional notes:

The screenshot shows a dialog box titled 'New Device:'. It has two tabs: 'Hardware Details' and 'Notes'. The 'Notes' tab is active. The dialog box contains a rich text editor with a toolbar that includes buttons for Bold (B), Italic (I), Underline (U), a font color selector, a background color selector, and a Stamp button. Below the toolbar is a large empty text area. At the bottom right of the dialog box are 'Save' and 'Cancel' buttons.

- Click **OK** to add the device.

Add Manual Usage

The add manual usage task allows you to manually add software usage to selected assets in the assets workspace. For example; software products such as RDS, VDI or Client Access Licenses might not be discovered by your software discovery tool. Use this task to add software usage for these types of product to the appropriate assets.

- Select the assets you want to add the software usage to.
- Click **Add Manual Usage** in the advanced tasks list. The add software usage items window is displayed.

The screenshot shows a dialog box titled 'Add Software Usage Items'. It contains several input fields: 'Manufacturer', 'Product', 'Version', and 'Metric', each with a dropdown arrow. Below these is a checkbox labeled 'Requires Active SA'. At the bottom is an 'Environment' dropdown field. 'OK' and 'Cancel' buttons are located at the bottom right of the dialog box.

- Select the **Manufacturer**.
- Select the **Product**.
- Select the **Version**.
- Select the **Metric**.
- Tick **Requires Active SA** if the software usage requires software assurance.
- Select the **Environment**.
- Click **OK**

Add User

The add user task allows you to add new users to the assets workspace.

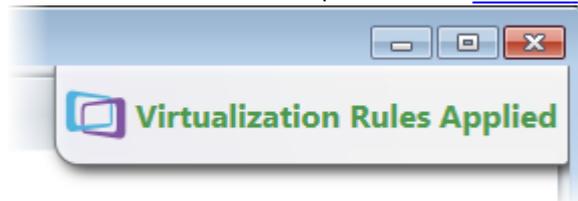
1. Click **Add User** in the tasks list. The new user window is displayed.

2. Input the **User Name**.
3. Input the **User Details**.
 - Tick **Bookmark** to add the user to the bookmarked users
 - Tick **Confirmed** to indicate that this is the primary account for the user
4. Input the **Contact Details**.
5. Input any **Additional Information**. *Please Note: Use the [Application Settings task](#) to rename the user specified fields.*
6. Click **OK** to add the user.

Apply Virtualization Rules

The apply virtualization rules task allows you to update the compliance workspace with the virtualization data.

1. Click **Apply Virtualization Rules** in the tasks list. A confirmation popup is displayed. The virtualization rules are now updated in the [Software Usage](#) workspace.



Change Common Properties (Device)

The Change Common Properties task allows you to change the properties of multiple devices at the same time.

1. Select the devices you want to change.
2. Click **Change Common Properties** in the Tasks list. The Change Common Device Properties window is displayed.

Change the properties of each of the 1 selected assets

Categories

Business Unit Device Type

Environment Virtualization Type

Country Device Class

Platform

Device

Physical CPUs CPU Cores

CPU Threads Logical CPUs

PVU Multi-Threaded

User Specified 1

User Specified 2

User Specified 3

User Specified 4

Bookmark Is Managed

Has Installs

Host

Host Name

Set All Assets To No Host

OK Cancel

3. Amend the properties you want to change for each selected device.
4. Click **OK**. All of the selected devices are updated with the new details.

Change Common Properties (Software Usage Items)

The change common properties task allows you to change the properties of multiple software usage items at the same time.

1. Select the software usage items you want to change.
2. Click **Change Common Properties** in the tasks list. The change common software usage item properties window is displayed.

Change Common Software Usage Item Properties

Change the properties of each of the 5 selected software usage items

Product Information

Manufacturer License Dashboard Ltd

Product

Metric Device

Quantity 1

Requires Active SA

Install Information

Environment Unspecified

Device

Bookmark

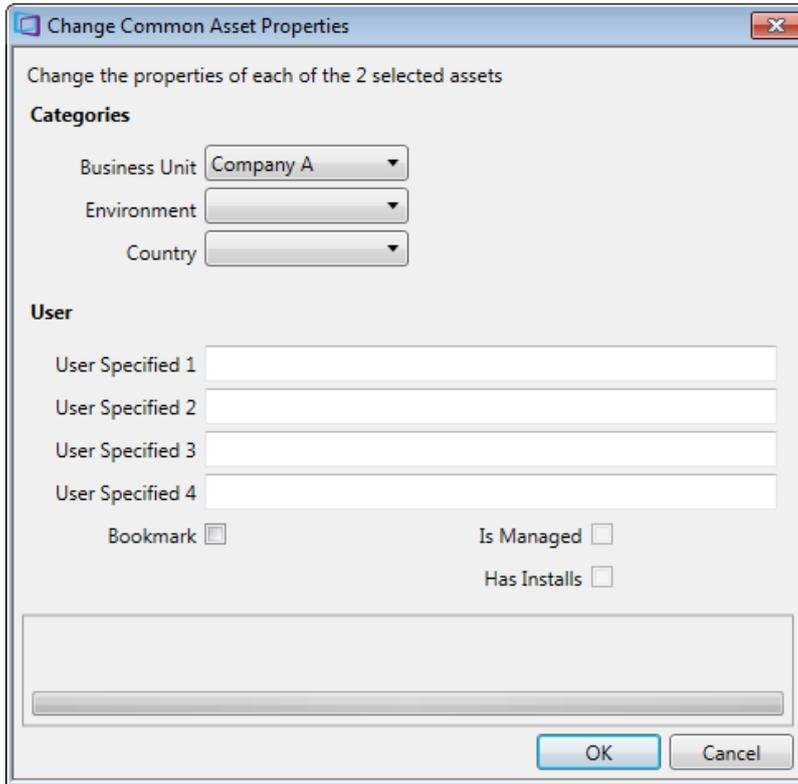
OK Cancel

3. Amend the properties you want to change for each selected software usage item. Please note: The metric affects how licenses are allocated to software usage items. Refer to the [License Metric dictionary](#) for further details.
4. Click **OK**. All of the selected software usage items are updated with the new details.

Change Common Properties (Users)

The change common properties task allows you to change the properties of multiple users at the same time.

1. Select the devices you want to change.
2. Click **Change Common Properties** in the tasks list. The change common users properties window is displayed.



Change Common Asset Properties

Change the properties of each of the 2 selected assets

Categories

Business Unit

Environment

Country

User

User Specified 1

User Specified 2

User Specified 3

User Specified 4

Bookmark

Is Managed

Has Installs

OK Cancel

3. Amend the properties you want to change for each selected user.
4. Click **OK**. All of the selected users are updated with the new details.

Update Compliance

The update compliance task allows you to update the compliance workspace with the software usage summary data. *Please note, any usage data with a quantity of zero will be removed before the compliance workspace is updated.*

1. Click **Update Compliance** in the tasks list. A warning message is displayed.

Update Compliance ✕

Options

Auto-accept Options ⬆

Promotion Mode

Accept all software

Managed vendors only

Managed products only

Promotion Strategy

Accept in root business unit

Accept in deployed business unit

Accept at specific level

0 - Company A ⌵

Override existing promotions

Auto-allocate licenses Options ⬆

Allocation Strategy

Allocate with downgrades a priority

Allocate with exact version a priority

Allocate exact product version only

Allocation Restrictions

Exactly match Country of Use

Exactly match Environment

Exactly match Platform

Update Close

2. Tick **Auto-accept** to automatically accept the management of software usage.
 - Select the promotion mode you want to apply.
 - Select **Accept all software** to automatically accept all software for management in the compliance workspace
 - Select **Managed vendors only** to automatically accept software for management in the compliance workspace if it is from managed vendors only
 - Select **Managed products only** to automatically accept software for management in the compliance workspace if it is managed products only
 - Select the promotion strategy you want to apply.
 - Select **Accept in root business unit** to promote the committed software usage to the top level Business Unit for management. All promoted software is accepted to the managed software tab in the top level Business Unit.
 - Select **Accept in deployed business unit** to accept committed software usage for management in the Business Unit it is deployed in. Software usage is accepted to the managed software tab in the deployed Business Unit.
 - Select **Accept at specific level** to accept committed software usage for management in a specific parent Business Unit. Unmanaged Software in all child business units of the selected business unit will be accepted. All promoted software is accepted to the managed software tab in the selected Business Unit.
 - Tick **Override existing promotions** to override any existing promotion details for existing software in the compliance workspace

3. Tick **Auto-allocate licenses** to automatically allocate licenses to the accepted software usage.
 - Select an Allocation Strategy.
 - Select **Allocate with downgrades a priority** to allocate the oldest software usage to available licenses first. All remaining unallocated licenses will be allocated if possible.
 - Select **Allocate with exact version a priority** to allocate software usage to exact licenses first. All remaining unallocated licenses will be allocated if possible.
 - Select **Allocate exact product version only** to only allocate software usage to licenses that match the product version. No downgrades will be applied.
 - Select any Allocation Restrictions.
 - Tick **Exactly match Country of Use** to only allocate software usage to licenses that match the Country of Use.
 - Tick **Exactly match Environment** to only allocate software usage to licenses that match the Environment.
 - Tick **Exactly match Platform** to only allocate software usage to licenses that match the Platform.

- Click **Commit**. A progress bar is displayed to indicate the length of time the task will take. A confirmation popup is displayed when the task is complete. The data is now committed to the [Software Usage](#) workspace.

Commit to Software Usage

Options

Auto-accept *Options* ^

Promotion Mode

Accept all software

Managed vendors only

Managed products only

Promotion Strategy

Accept in root business unit

Accept in deployed business unit

Accept at specific level

0 - Company A

Override existing promotions

Auto-allocate licenses *Options* ^

Allocation Strategy

Allocate with downgrades a priority

Allocate with exact version a priority

Allocate exact product version only

Allocation Restrictions

Exactly match Country of Use

Exactly match Environment

Exactly match Platform

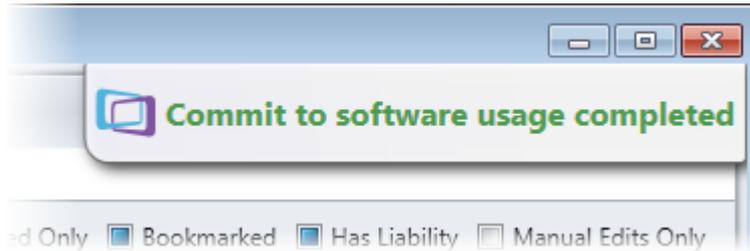
Operation completed

Messages: *Copy* *Save*

4095 exact entitlements allocated.
3482 downgrade entitlements allocated.

Commit *Close*

- Click **Close**. A confirmation popup message is displayed:



Copy Device

The copy device task allows you to copy the details of a device to create a new device.

- Select a device you want to copy.
- Click **Copy Device**. The copy device window is displayed.

 A screenshot of the "Copy Device" dialog box. The dialog has a title bar with "Copy Device" and a close button. It contains a "Device Name" field with "Bristol Cluster" entered. Below this is a yellow warning box that says "Please choose a unique name for the copy". Underneath is a section titled "Device Details" with several dropdown menus: "Business Unit" (Company A), "Country of Use" (United Kingdom (GB)), "Environment" (Data Center), "Device Type" (Data Center), "Virtual Type" (<Not specified>), "Device Class" (Unspecified), and "Platform" (Non-specific). There are also three checkboxes: "Bookmark", "Is Managed", and "Has Installs", all of which are currently unchecked. At the bottom, there is an "Additional Information" section with four text input fields labeled "User Specified 1" through "User Specified 4". At the very bottom of the dialog are "OK" and "Cancel" buttons.

- Input the **Device Name**. *Please note, you can also overwrite any details of the device. Please refer to the [Add Device](#) help page for an overview of the view / edit device details window.*
- Click **OK** to add the device.

Import Data

The import data task allows you to import raw hardware and software data extracted from a software discovery tool. The data must be held in .XML files before it can be imported.

When importing data, the import files must be imported in chronological order. Once a file has been imported on or for a specific date, you cannot import a file for an earlier date.

The import data task allows you to import multiple .XML files. License Manager identifies the type of data held in each file, e.g. .EXE audit data, ESI audit data, user account and Active Directory data, device data, metering data, install summary data etc. *Please note, if ESI and .EXE audit data is imported, the data is automatically combined.*

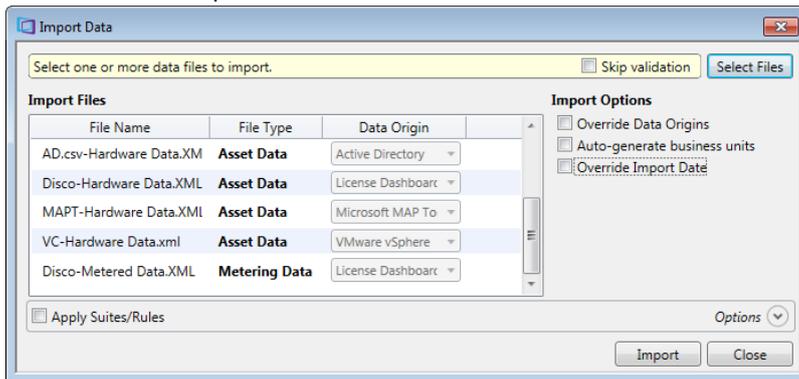
When an asset is identified by multiple software discovery tools, the data for that asset is prioritized by which tool it was discovered by. This is used to resolve any potential conflicts. The priorities for the software discovery tools are defined in the [Install Source Dictionary](#)

1. Click **Import Data** in the tasks list. The import data window is displayed.

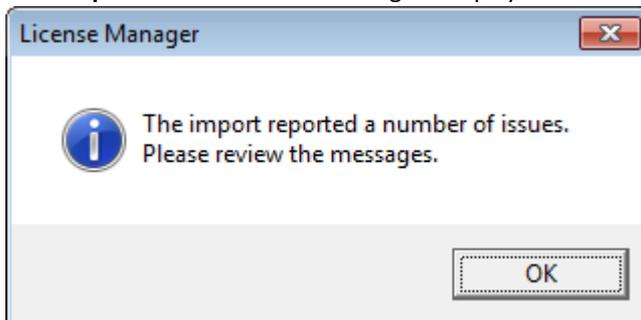


- Tick **Skip validation** to skip the file validation process when files are selected for the import

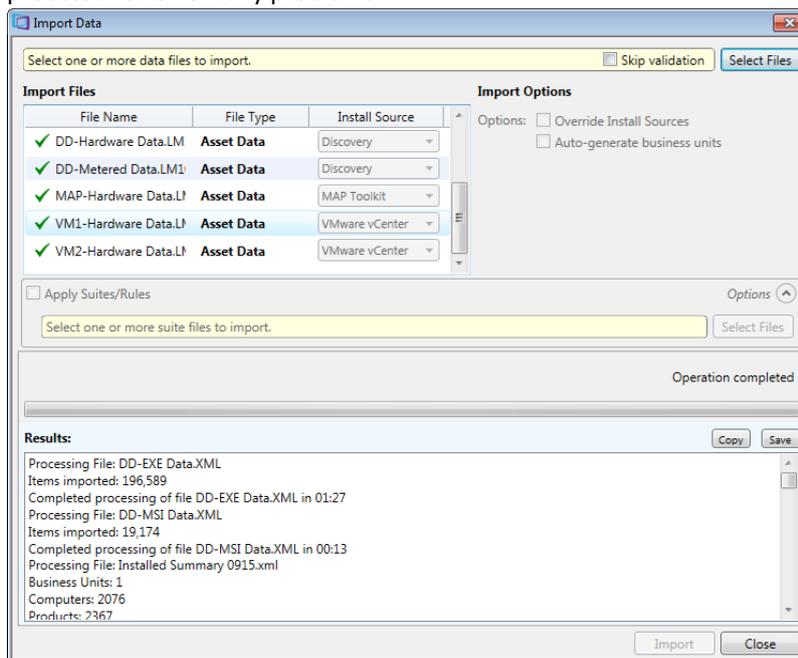
2. Click **Select Files**.
3. Navigate to where the documents are stored. Select them and click **Open**. The files are identified in the import data window.



4. Select the import option for the data.
 - Tick **Override Install Sources** to override the install source information for ESI and EXE import files. The install source column is added to the Import files table. Select the install source.
 1. Tick **Auto-generate business units** to generate any new business units from hardware data. The devices are placed in the root business unit if none are specified in the import file.
 2. Tick **Override Import Date** to override the import date. Type the data you want to apply to the data
 3. Tick **Apply Suites/Rules** to apply suites to the import data after it is imported. Click **Select Files**, browse to where the suites and rules files are saved, select them and click open.
5. Click **Import**. A confirmation message is displayed.



6. Click **OK**. The results of the data import are displayed. This allows you to browse through the process and review any problems



7. Click **Close**. The data has been imported.

Please note: The [Match All task](#) is automatically performed when EXE data is imported. Any previous edits to device and user details are also re-applied

View Device Details

The View Device File Details task allows you to view and edit the details of any Device in the Audit Run.

Select the Device and click **View Device Details** in the tasks list. Alternatively, double-click on a Device in the workspace.

The details are displayed in three tabs:

Hardware Details

View/Edit Device: 1Z1F93W
✕

Hardware Details
Data Origins
Notes

Device Name

Device Details

Business Unit <input style="width: 90%;" type="text" value="Company A"/>	Device Type <input style="width: 90%;" type="text" value="Physical"/>
Country of Use <input style="width: 90%;" type="text" value="[Not specified]"/>	Virtual Type <input style="width: 90%;" type="text" value="[Not specified]"/>
Environment <input style="width: 90%;" type="text" value="Unspecified"/>	Device Class <input style="width: 90%;" type="text" value="Unspecified"/>
Host Name <input style="width: 90%;" type="text"/>	Platform <input style="width: 90%;" type="text" value="Non-specific"/>
Bookmark <input type="checkbox"/>	Is Managed <input checked="" type="checkbox"/>
	Has Installs <input checked="" type="checkbox"/>

Device Specifications

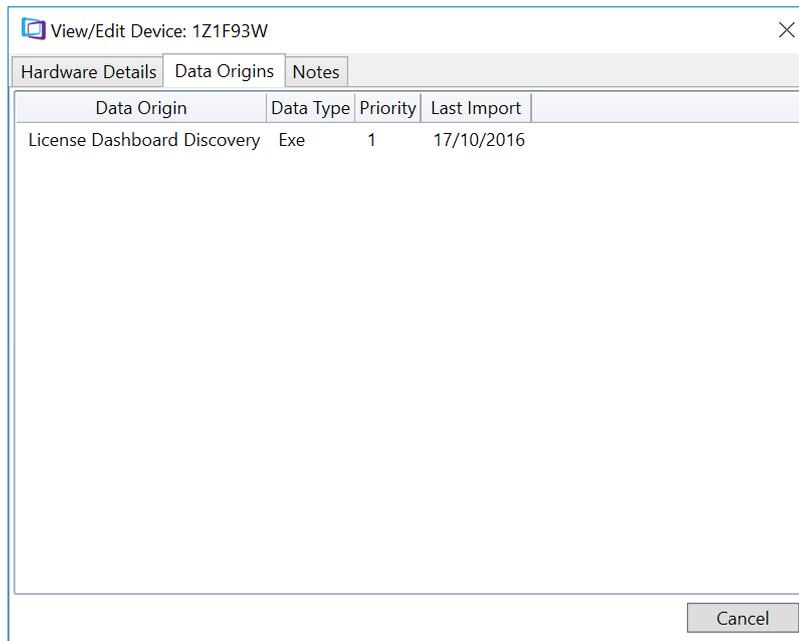
Make <input style="width: 90%;" type="text"/>	Model <input style="width: 90%;" type="text"/>
Serial Number <input style="width: 90%;" type="text"/>	
Operating System <input style="width: 90%;" type="text"/>	Service Pack <input style="width: 90%;" type="text"/>
CPU Type <input style="width: 90%;" type="text"/>	CPU Speed <input style="width: 90%;" type="text"/>
Processors <input style="width: 90%;" type="text"/>	CPU Cores <input style="width: 90%;" type="text"/>
CPU Threads <input style="width: 90%;" type="text"/>	Logical <input style="width: 90%;" type="text"/>
PVU <input style="width: 90%;" type="text"/>	Multi-Threaded <input checked="" type="checkbox"/>
RAM <input style="width: 90%;" type="text"/> <input style="width: 50px;" type="text" value="MB"/>	
Has OS Mobility <input type="checkbox"/>	TS Enabled <input type="checkbox"/>

Additional Information

User Specified 1	<input style="width: 90%;" type="text"/>
User Specified 2	<input style="width: 90%;" type="text"/>
User Specified 3	<input style="width: 90%;" type="text"/>
User Specified 4	<input style="width: 90%;" type="text"/>

You can overwrite any details of the Device. Please refer to the [Add Device](#) help page for an overview of the View / Edit Device Details window.

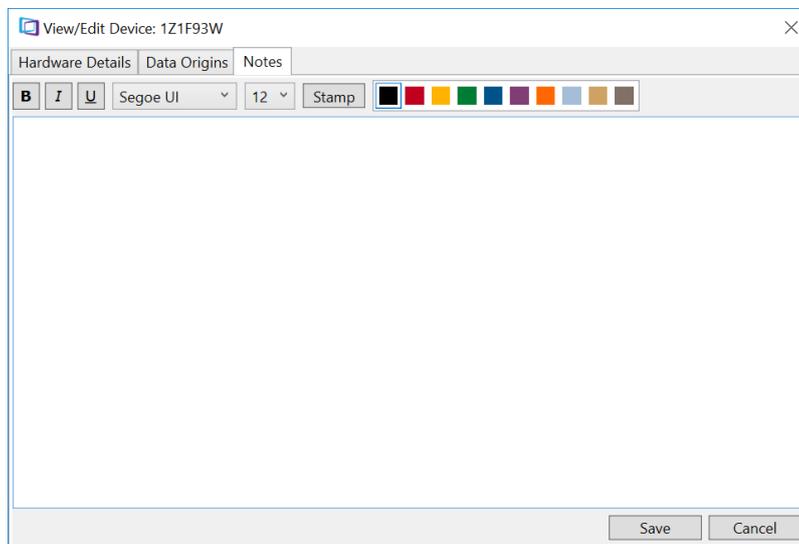
Data Origins



Data Origin	Data Type	Priority	Last Import
License Dashboard Discovery	Exe	1	17/10/2016

This is read only. It shows the software discovery tools that have identified this device.

Notes



You can type notes and use the rich text editor to change the font settings. Click the **Stamp** button to add a time stamp to your notes.

View User Details

The view user details task allows you to view and edit the details of any user.

Select the user and click **View User Details** in the tasks list. Alternatively, double-click on a user in the workspace.

The details are displayed in four tabs:

User Details

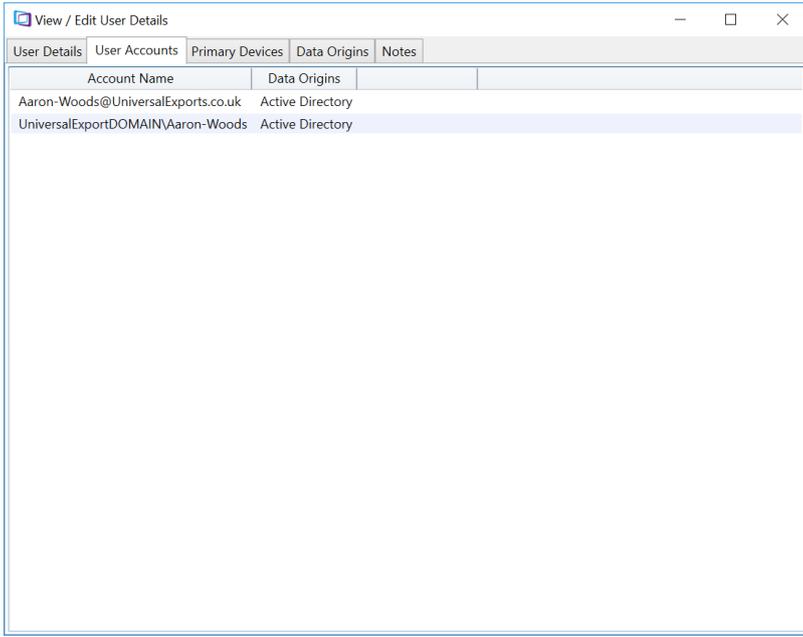
The screenshot shows a window titled "View / Edit User Details" with four tabs: "User Details", "User Accounts", "Primary Devices", and "Data Origins". The "User Details" tab is active, showing the following information:

- User Name:** Aaron Woods
- User Details:**
 - Business Unit: Company A
 - Environment: Unspecified
 - Company: UniversalExport Software
 - Job Title: Sales Executive - Charities & Housing Assoc
 - Employee ID: (empty)
 - First Name: Aaron
 - Last Name: Woods
 - Distinguished Name: CN=Aaron Woods,OU=Users,OU=Sales - Voluntary,OU=PHX Sales,OU=Departments,DC=UniversalExports,DC=
 - Bookmark:
 - Confirmed:
 - Is Managed:
 - Has Software:
 - Country: [Not specified]
 - Department: Sales
 - Manager: Jason Beaumont
- Contact Details:**
 - Select Address: UniversalExport Software Ltd | Blenheim H. (dropdown)
 - Enter Address: UniversalExport Software Ltd | Blenheim House
 - Telephone: (+44) 1904 562 297
 - Email: Aaron-Woods@UniversalExports.co.uk
 - City: (empty)
 - Post Code: (empty)
- Additional Information:**
 - User Specified 1: (empty)
 - User Specified 2: (empty)
 - User Specified 3: (empty)
 - User Specified 4: (empty)

Buttons for "OK" and "Cancel" are located at the bottom right of the window.

You can overwrite any details of the user. Please refer to the [Add User](#) help page for an overview of the view / edit user details window.

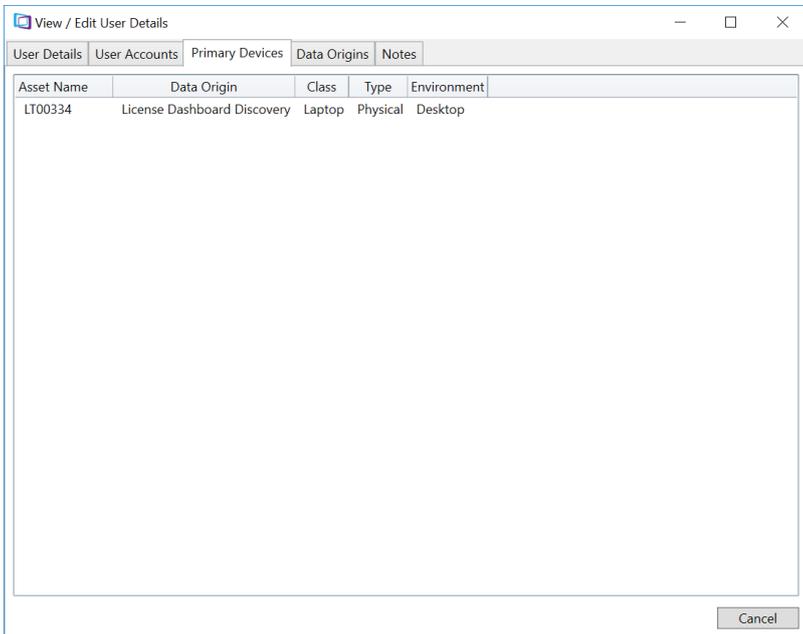
User Accounts



Account Name	Data Origins
Aaron-Woods@UniversalExports.co.uk	Active Directory
UniversalExportDOMAIN\Aaron-Woods	Active Directory

This is read only. It shows the user accounts that have been mapped to this account. User accounts are mapped in the [User Mapping](#) tab in the data cleanse workspace.

Primary Devices

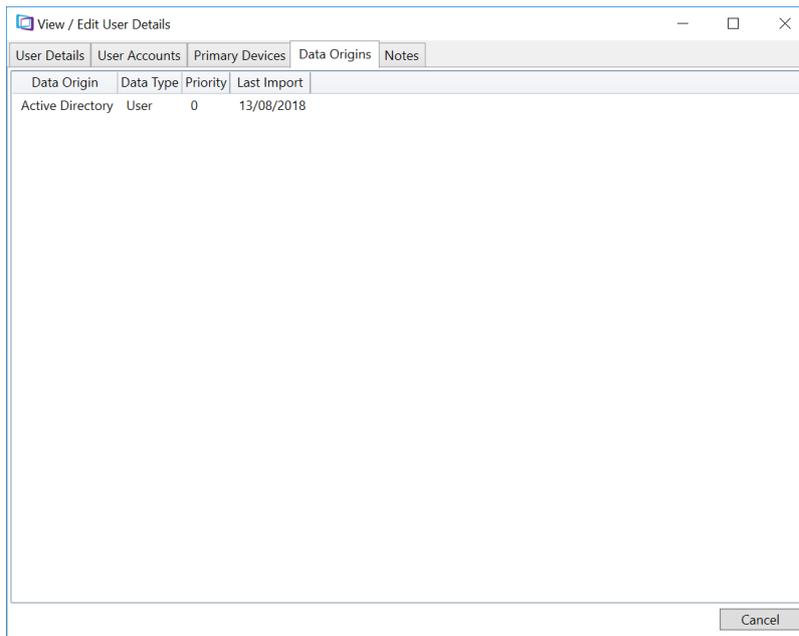


Asset Name	Data Origin	Class	Type	Environment
LT00334	License Dashboard Discovery	Laptop	Physical	Desktop

Cancel

This is read only. It displays all devices where the user is marked as a primary user of the device.

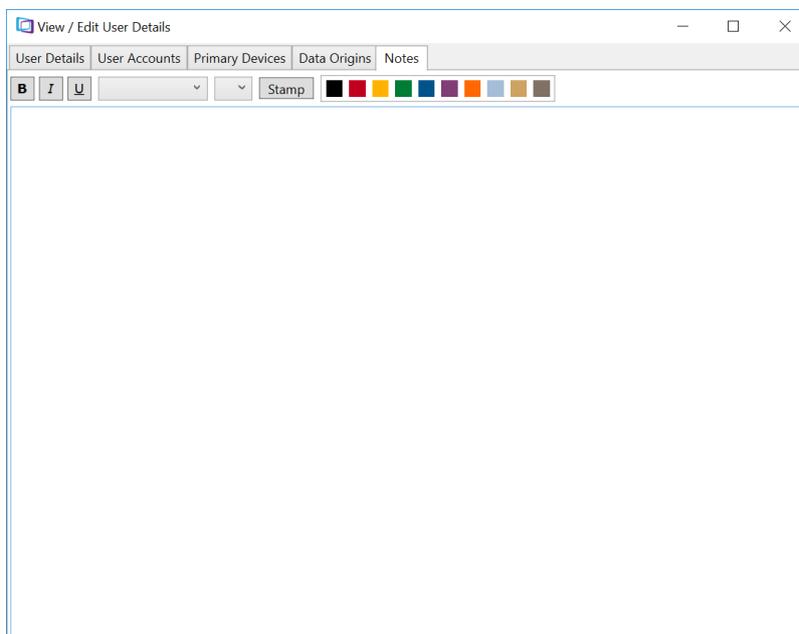
Data Origins



Data Origin	Data Type	Priority	Last Import
Active Directory	User	0	13/08/2018

This is read only. It shows the software discovery tools that have identified this user.

Notes

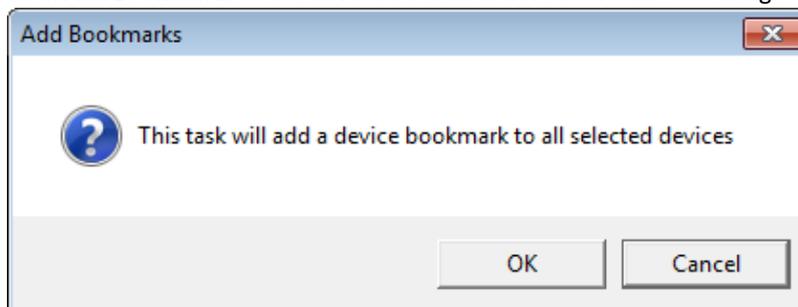


Use the rich text editor to add notes to the user account.

Add Bookmarks

The add bookmarks task allows you to add a bookmark to devices, users or software usage items in the assets workspace.

1. Select the devices to bookmark. *Please note, if you are selecting software usage items to bookmark, this will bookmark the device and not the individual software usage items.*
2. Click **Add Bookmarks** in the advanced tasks list. A confirmation message is displayed.

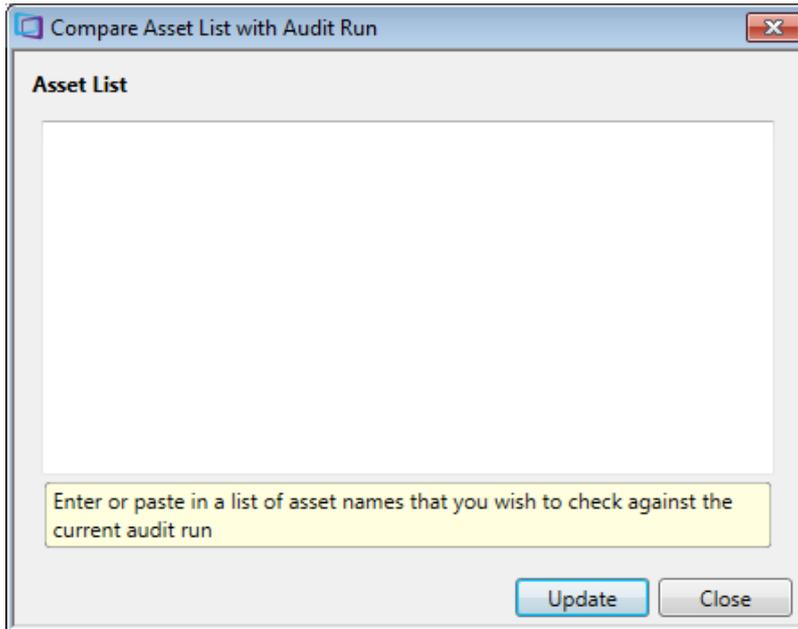


3. Click **OK**. A bookmark has been added to the selected devices.

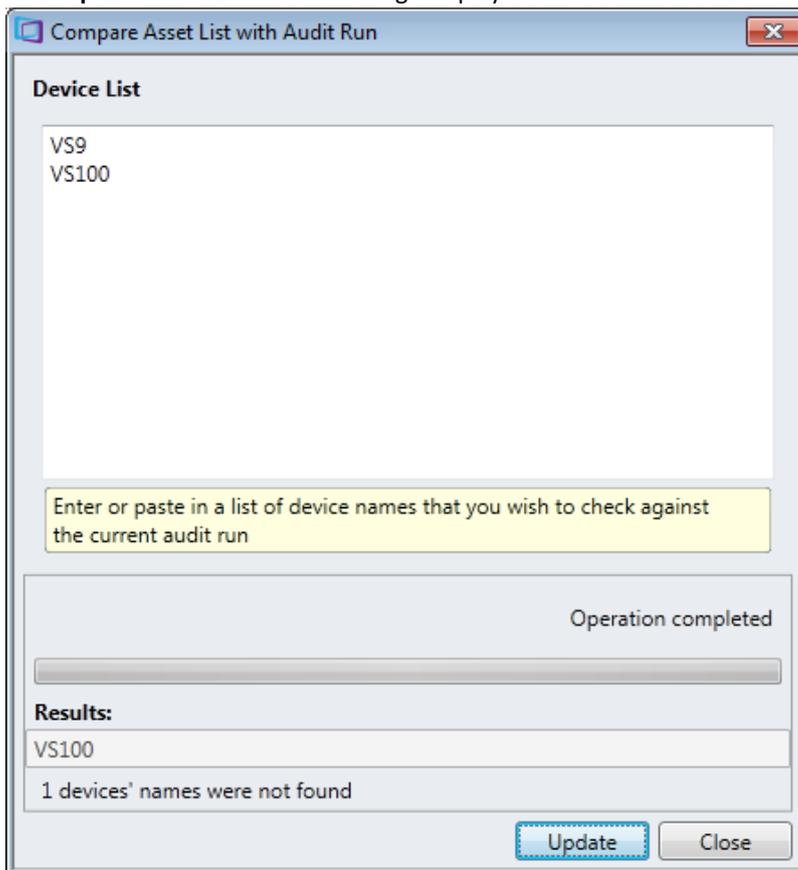
Check Asset List

The check asset list task allows you to compare live devices or users with a list of known devices or users.

1. Click **Check Asset List** in the advanced tasks list. The compare asset list window is displayed.



2. Input the device names or user names in the **Device List**. Input one name per line.
3. Click **Update**. A confirmation message displays devices or users that have not been found.

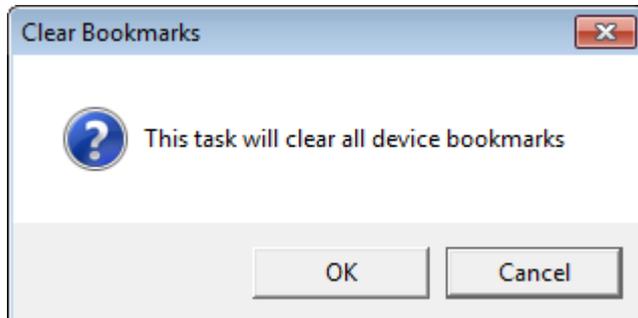


4. Click **Close**.

Clear Bookmarks

The clear bookmarks task allows you to clear bookmarks on all devices or users in the assets workspace.

1. Click **Clear Bookmarks** in the advanced tasks list. A confirmation message is displayed.



2. Click **OK**. The bookmarks have been removed from all devices or users.

Decommission Assets List

The decommission assets list task allows you to decommission and archive devices or users.

1. Click **Decommission Assets List** in the advanced tasks list. The set bookmarks from assets list window is displayed

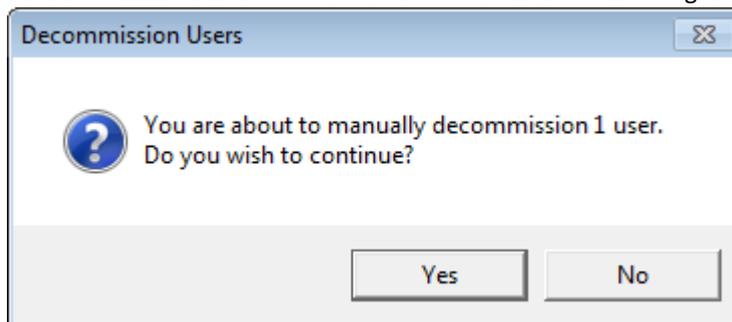
2. Input the device names or user names in the **Asset List**. Input one name per line.
3. Click **Update**. A confirmation message is displayed

4. Click **Close**. The devices or users have been decommissioned and archived

Decommission Assets

The decommission assets task allows you to decommission and archive a device or user.

1. Select the devices or users.
2. Click **Decommission Assets** in the advanced tasks list. A warning message appears.

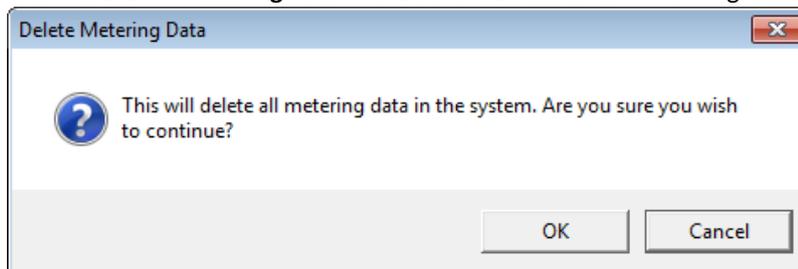


3. Click **Yes**. The device or users has now been decommissioned and archived.

Delete All Metering Data

The delete metering data task allows you to delete all metered data currently held in the database.

1. Click **Delete All Metering Data** in the advanced tasks list. A warning message appears.

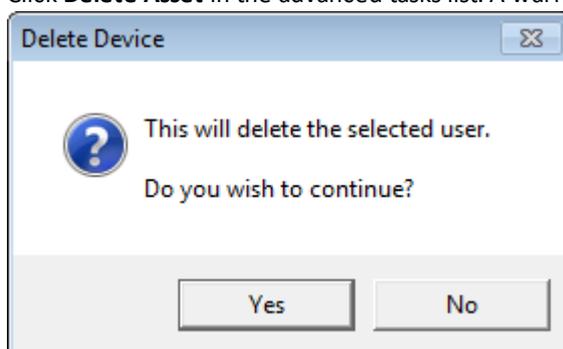


2. Click **OK**. The metering data has now been deleted.

Delete Asset

The delete asset task allows you to delete a device or user.

1. Select the device or user you want to delete.
2. Click **Delete Asset** in the advanced tasks list. A warning message appears.

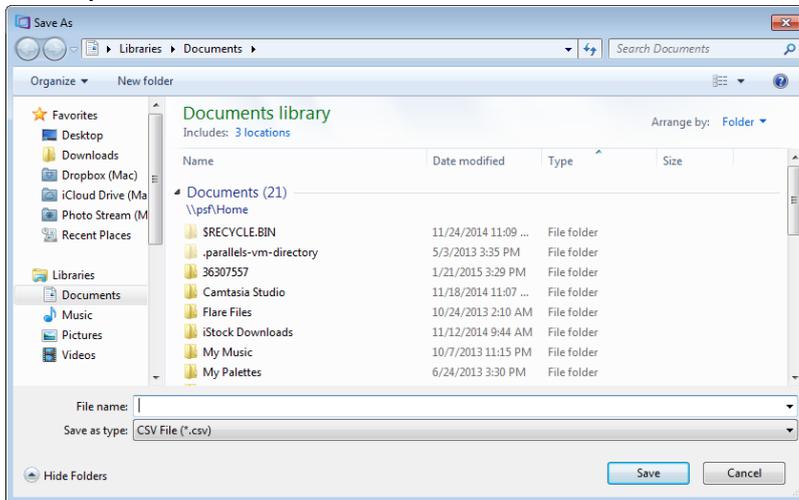


3. Click **Yes**. The device or user has now been deleted.

Export Data

The **Export Data** task allows you to export the data to a .CSV file.

1. Click **Export Data** in the Advanced Tasks list.

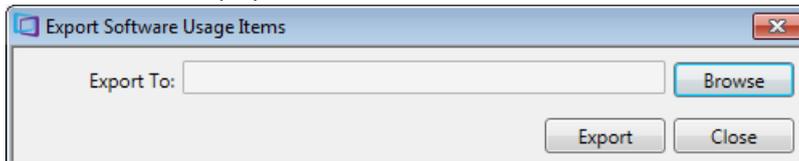


2. Navigate to where you want to save the file.
3. Name the export file and click **Save**. The data has now been exported.

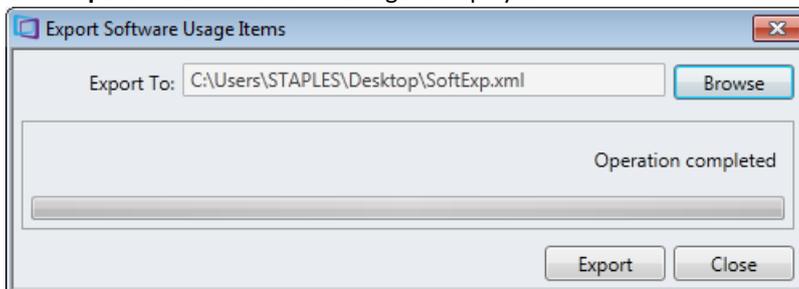
Export Software Usage Items

The **Export Software Usage Items** task allows you to export the software usage items data to a .XML file.

1. Click **Export Software Usage Items** in the Advanced Tasks list. The **Export Software Usage Items** window is displayed.



2. Click **Browse**.
3. Navigate to where you want to save the file.
4. Name the export file and click **Save**.
5. Click **Export**. A confirmation message is displayed.

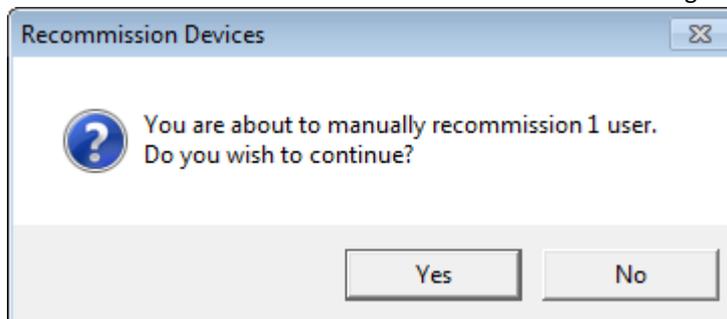


6. Click **Close**. The data has now been exported.

Recommission Assets

The recommission assets task allows you to recommission an archived a device or user.

1. Select the devices or users.
2. Click **Recommission Assets** in the advanced tasks list. A warning message appears.

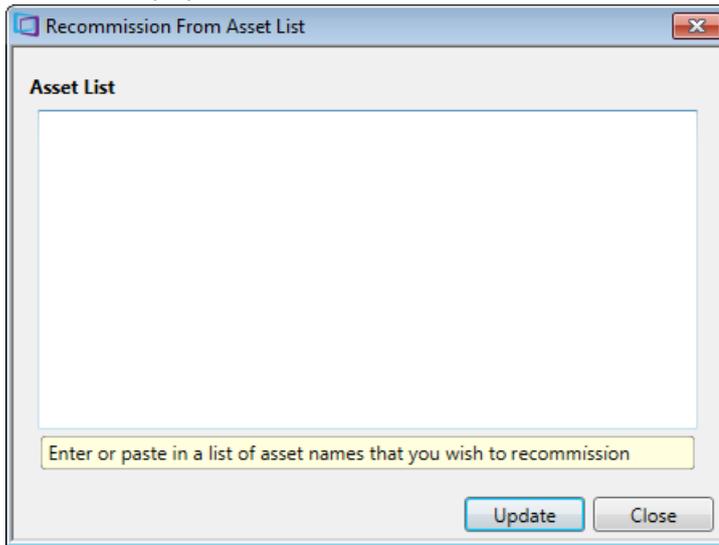


3. Click **Yes**. The devices or users have now been recommissioned and made live.

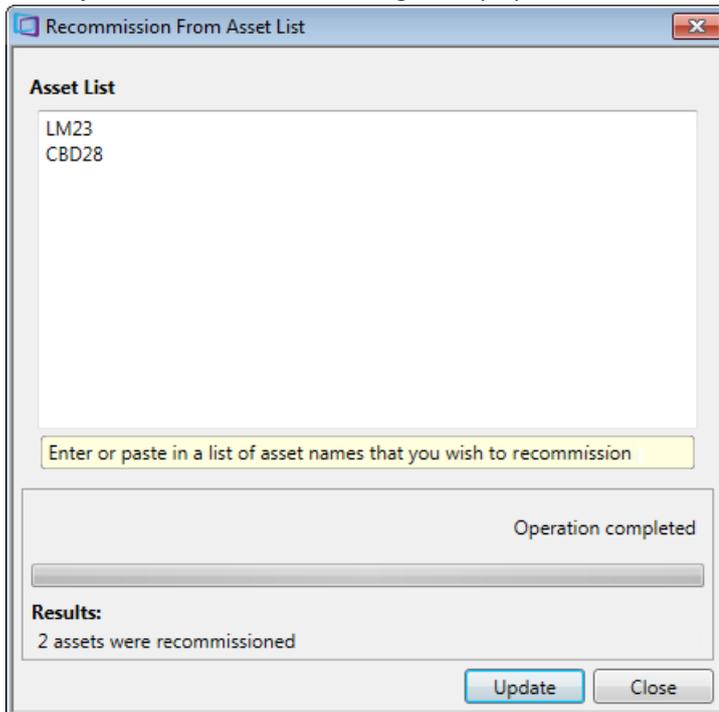
Recommission Assets List

The recommission assets list task allows you to recommission a list of archived devices or users.

1. Click **Recommission Assets List** in the advanced tasks list. The set bookmarks from assets list window is displayed



2. Input the device names or user names in the **Asset List**. Input one name per line.
3. Click **Update**. A confirmation message is displayed



4. Click **Close**. The devices or users have been recommissioned

Set Bookmarks by Filter

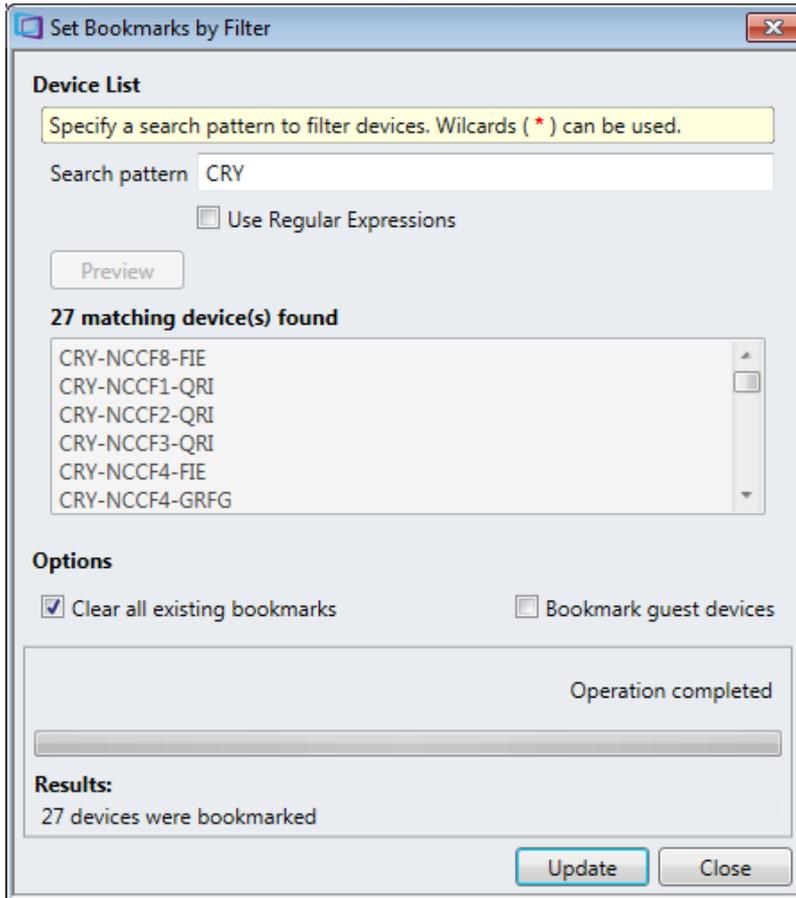
The Set Bookmarks From List task allows you to filter and bookmark devices.

1. Click **Set Bookmarks by Filter** in the Advanced Tasks list. The Set Bookmarks by Filter window is displayed.

2. Type a **Search pattern** for the filter.
 - Use * to modify the search pattern. E.g *CRY* will match devices with CRY in the name. CRY* will match devices ending in CRY.
 - Tick **Use Regular Expressions** to use regular expressions in the Search pattern.
3. Click **Preview**. The filter results are displayed.

4. Select the bookmark options.
 - Tick **Clear all existing bookmarks** to clear all device bookmarks.
 - Tick **Bookmark guest devices** to include guest devices in the filter.

5. Click **Update**. A confirmation message is displayed.

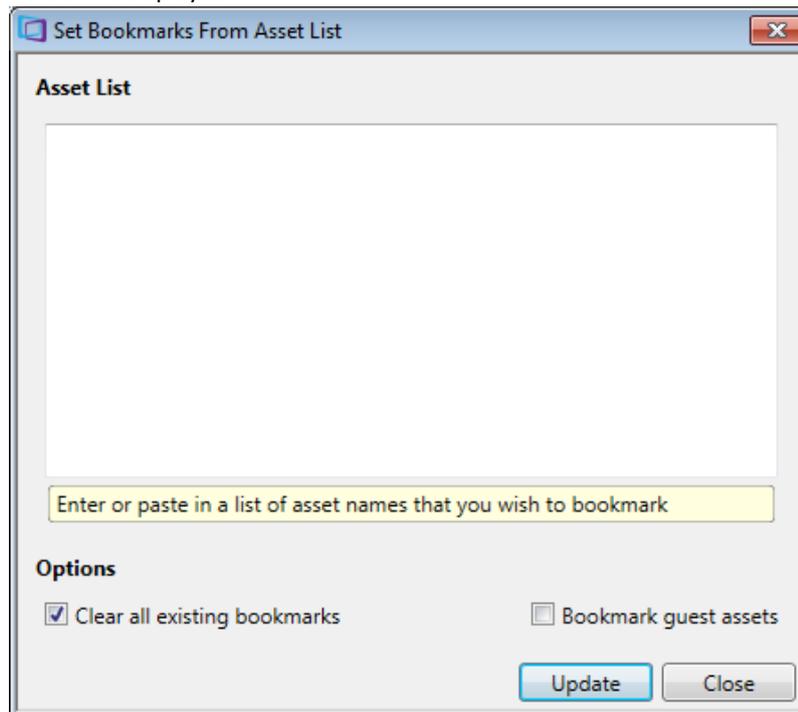


6. Click **Close**. A bookmark is added to the filtered devices.

Set Bookmarks From List

The Set Bookmarks From List task allows you to manually enter a list of devices to bookmark.

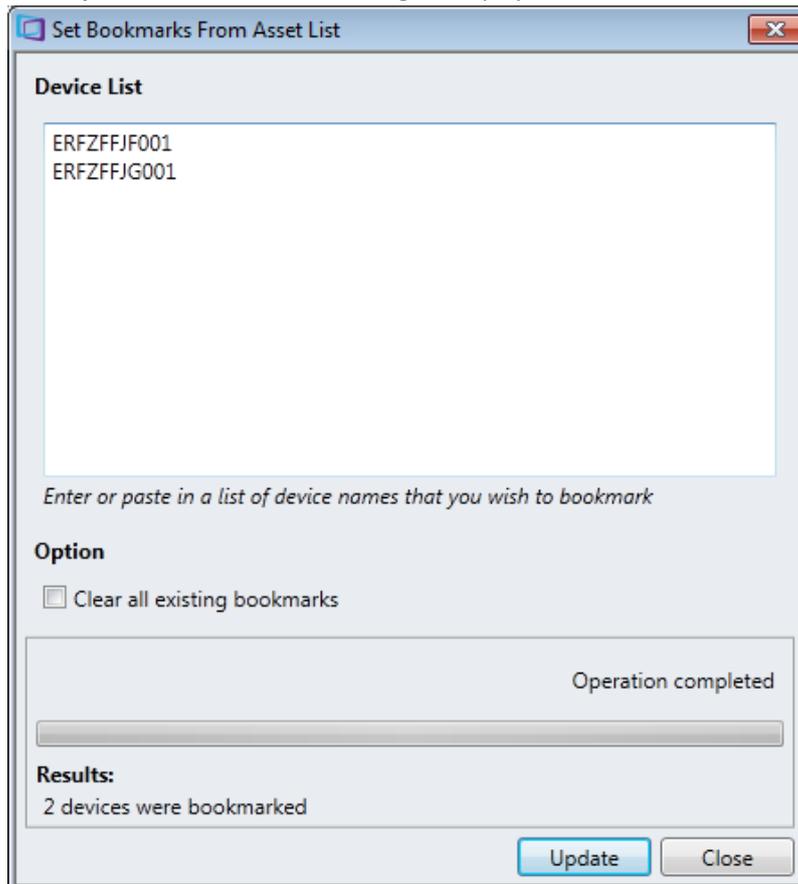
1. Click **Set Bookmarks From List** in the Advanced Tasks list. The Set Bookmarks from Asset List window is displayed.



The screenshot shows a dialog box titled "Set Bookmarks From Asset List". Inside the dialog, there is a section labeled "Asset List" which contains a large empty text area. Below this text area is a yellow highlighted input field with the placeholder text "Enter or paste in a list of asset names that you wish to bookmark". Underneath the input field is an "Options" section with two checkboxes: "Clear all existing bookmarks" (which is checked) and "Bookmark guest assets" (which is unchecked). At the bottom right of the dialog are two buttons: "Update" and "Close".

2. Enter the device names. Enter one device name per line, with no spaces.
3. Choose to add the new bookmarks to the existing bookmarks, or clear the existing bookmarks.

- Click **Update**. A confirmation message is displayed.

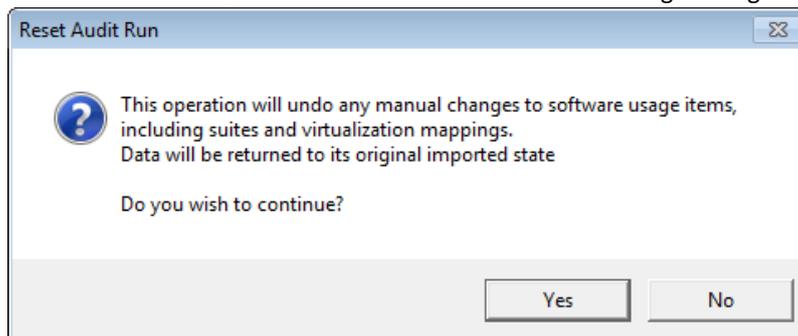


- Click **Close**. A bookmark has been added to each device in the list.

Undo Manual Edits

The undo manual edits task allows you to reset any changes made to the import data after it was imported.

- Click **Undo Manual Edits** in the advanced tasks list. A warning message is displayed.



- Click **Yes**. The manual edits are undone.

DATA CLEANSE

After data from a software discovery tool is imported in the assets workspace, the data cleanse workspace displays the extracted raw software data. This data is identified as an EXE file or a MSI signature.

The data cleanse workspace is used to match the EXE and MSI files to the appropriate products in your dictionary. This ensures that the software usage on each asset is correctly identified before the software usage management process begins.

This workspace is also used to map multiple user accounts into a single account. This ensures that all software usage for a user is reported under a single account in License Manager.

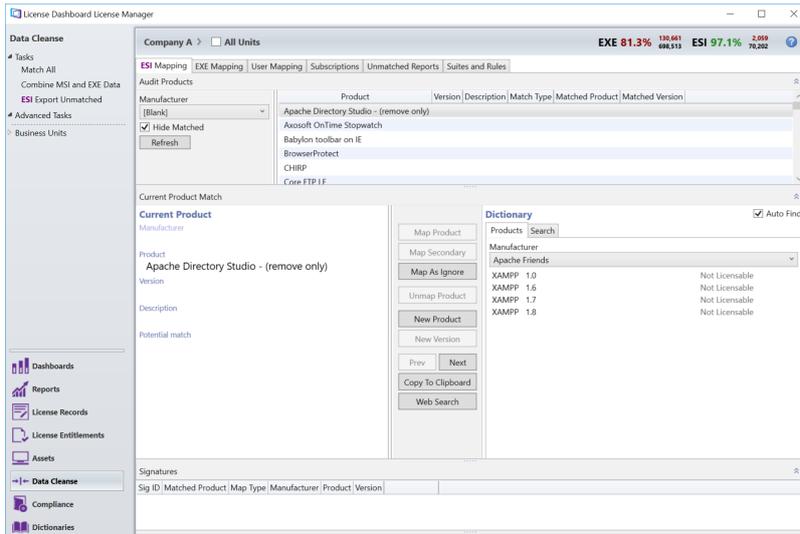
Please note, the data cleanse workspace may not be available in your version of License Manager. Access to the data cleanse workspace is dependent on your license.

The data cleanse workspace follows a step-by-step process to format the data taken from a software discovery tool:

1. Use the [EXE Mapping](#) tab to add or match unknown .EXE files to products in the dictionary. The matching process can be replicated across all devices with the same files. This ensures that the software is correctly identified on each device.
2. Use the [ESI Mapping](#) tab to add or match unknown ESI signatures to products in the dictionary. The matching process can be replicated across all devices with the same files. This ensures that the software is correctly identified on each device.
3. Use the [User Mapping](#) tab to match account details from secondary sources to the primary Active Directory account for each user.
4. Use the [Subscriptions](#) tab to define the user based licensing subscriptions that your organisation has.
5. Use the [Unmatched Reports](#) tab to review any install data that is not yet identified.
6. Use the [Suites and Rules](#) tab in the to apply any suites and rules to the data. This ensures that the appropriate application suites are applied to groups of products discovered a single devices. It also ensures that the appropriate product classification is applied to specific software installations.

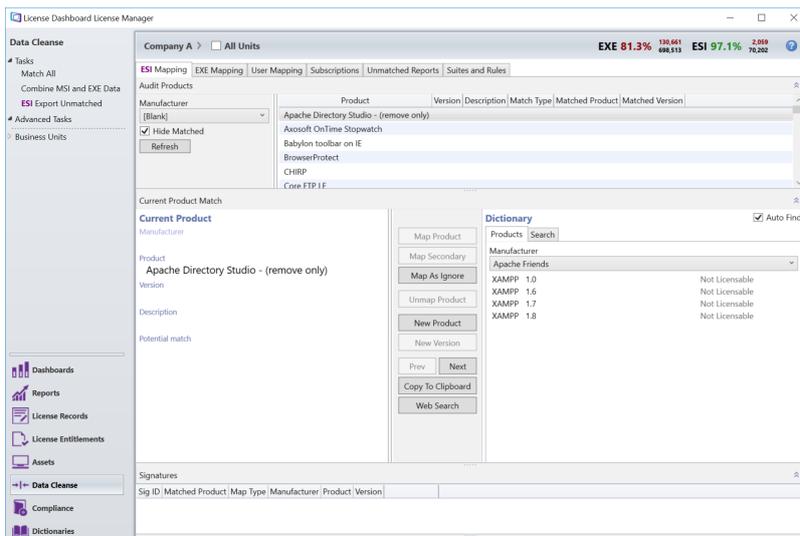
Please note, the tabs in the data cleanse workspace are only available after data is imported in the assets workspace.

Click **Data Cleanse** in the workspace navigation pane to open the workspace. The data cleanse workspace defaults to the EXE mapping tab:

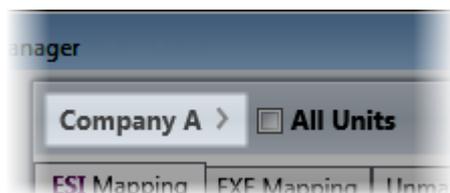


How to Navigate the Data Cleanse Workspace

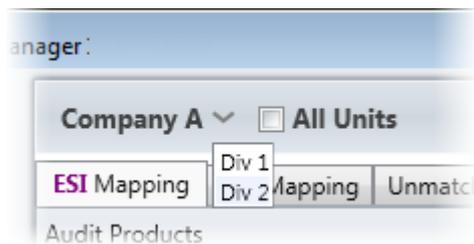
In the screenshot below, the workspace shows data cleanse details for the **Company A** business unit. Notice that Company A is selected in the pane on the left hand side of the screen.



The breadcrumb trail at the top of the workspace confirms the selected Business Unit.

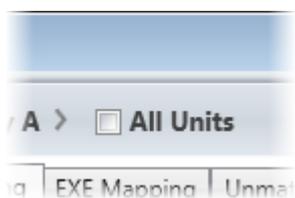


Click  to the right of the parent Business Unit to show a list of its child Business Units, then click any child Business Unit to view its Data Cleanse details.



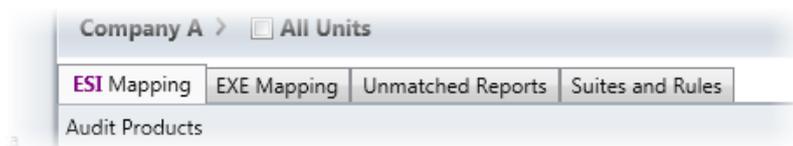
The All Units Tick Box

Tick **All Units** to include data from each child business unit in the tables below. This allows you to edit details across the entire organization without having to change the business unit you are viewing.



The Data Cleanse Tabs

The data cleanse details are displayed in separate tabs. The ESI, .EXE and unmatched reports tabs are activated when ESI and EXE data is imported in the assets workspace.



Click any tab header to view it. There are four tabs in the data cleanse workspace. *Please note: The number of tabs can be limited in the [Application Settings](#) task.*

- The [ESI Mapping](#) tab is used to match ESI signatures to dictionary definitions. *Please note, the ESI mapping tab is not available for EXE only data.*
- The [EXE Mapping](#) tab is used to match EXE to dictionary definitions. *Please note, the EXE mapping tab is not available for ESI only data.*
- The [User Mapping](#) tab is used to match account details from secondary sources to the primary Active Directory account for each user.
- The [Unmatched Reports](#) tab displays unrecognized product EXE files installed on the discovered devices. *Please note, the unmatched reports tab is not available for ESI only data.*
- The [Suites and Rules](#) tab displays suites and rules that are applied to the selected install data.

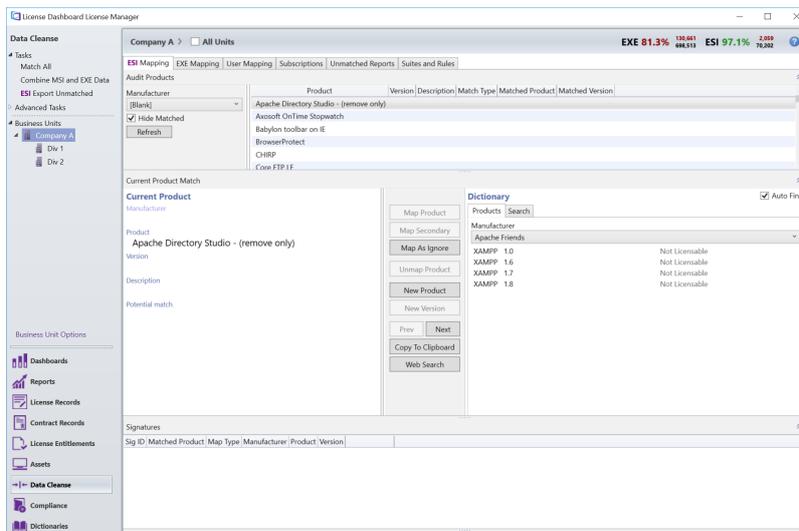
Data Cleanse Tabs

ESI Mapping

The ESI mapping tab is used to add or match unknown ESI signatures discovered on assets to products in the dictionary.

After the ESI signatures are mapped and the [match all](#) task is performed, devices and users discovered with the signature will show as having software usage for the mapped product.

Please note, this tab is only available after data is imported in the assets workspace. It is displayed when you import .ESI data.

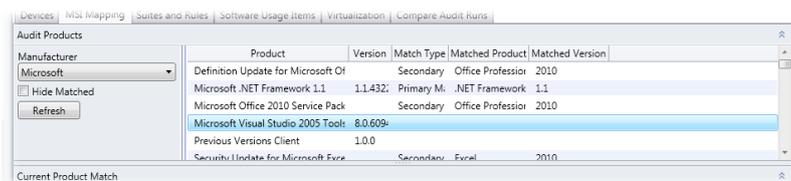


The tab is split into three sections.

- The [Audit Product](#) section displays all ESI signatures for the products on devices in the selected business unit.
- The [Current Product Match](#) section displays details of the product that the ESI signature has been matched to and dictionary items that can be matched to the ESI signature.
- The [Signatures](#) section displays a list of signature ID's for ESI signatures mapped to the selected product in the dictionary.

Audit Product

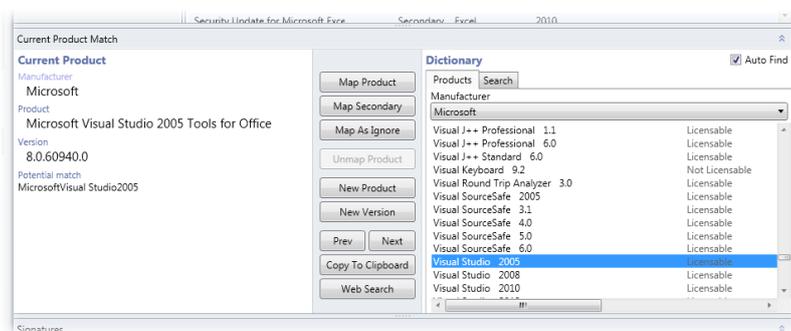
The audit product section displays all ESI signatures for the products on devices in the selected business unit.



- The list can be filtered by **Manufacturer**. Select a manufacturer to apply the filter.
- Tick **Hide Matched** to hide ESI signatures that have already been matched to the dictionary.
- Click **Refresh** to refresh the list of ESI signatures after completing the [Match All](#) task.
- Click on a product in the list to select it.

Current Product Match

The current product match section displays matching details of the selected product. The current product section shows the product details in the discovered ESI signature. The dictionary section shows products that can be matched to the ESI signature.



- The dictionary section can be filtered by manufacturer. Select a **Manufacturer** from the products list to apply a filter.
- The dictionary section can be searched by product name. Click **Search** and input the product name in the **Find Name** field. Click **Go** to search.
- Tick **Auto Find** to automatically search for products in the dictionary.
- Click **Prev** to move to the previous ESI signature in the audit products list.
- Click **Next** to move to the next ESI signature in the audit products list.
- Click **Copy to Clipboard** to copy the ESI signature details to the clipboard.
- Click **Unmap Product** to remove the current product details that have been matched to the ESI signature.
- Click **Web Search** to open your default web browser and search for the product on the internet.

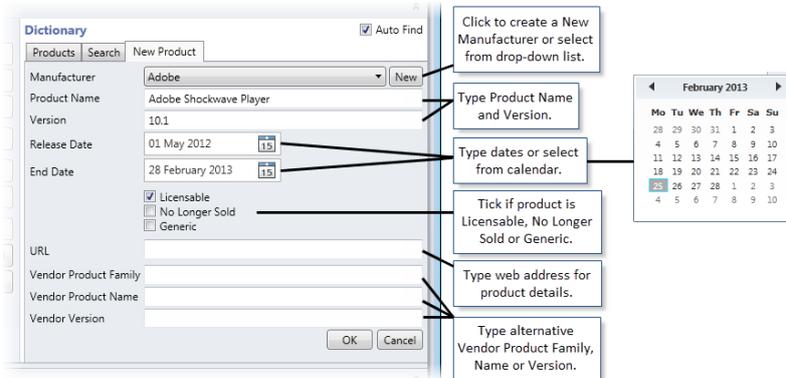
How to match the selected ESI signature to a product in the dictionary.

1. Select a product in the dictionary.
 - Click **Map Product** to map the ESI signature to the product.
 - Click **Map Secondary** to map the ESI signature as a secondary signature for the product.
 - Click **Map as Ignore** to ignore the ESI signature.

Please refer to the [Match All](#) help page for details of how to refresh the data.

How to create a new product or product version in the dictionary.

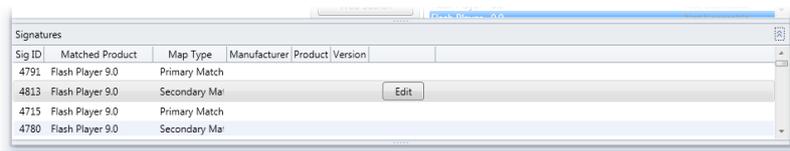
1. Select a product in the dictionary.
2. Click **New Product** or **New Version**. The new product tab is displayed.



3. Click **OK**. The new product or version is added to the dictionary and is available to match to the ESI signature.

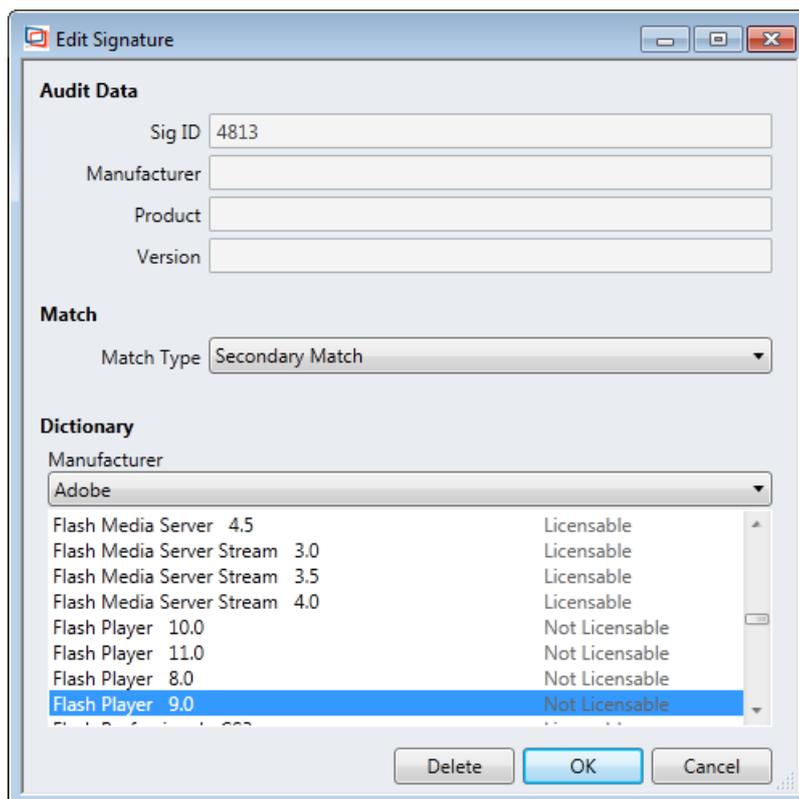
Signatures

The signatures section displays a list of signature ID's for ESI signatures mapped to the selected product in the dictionary.



How to Edit a Mapped ESI Signature

1. Select an ESI signature.
2. Click **Edit**. The edit signature window is displayed.



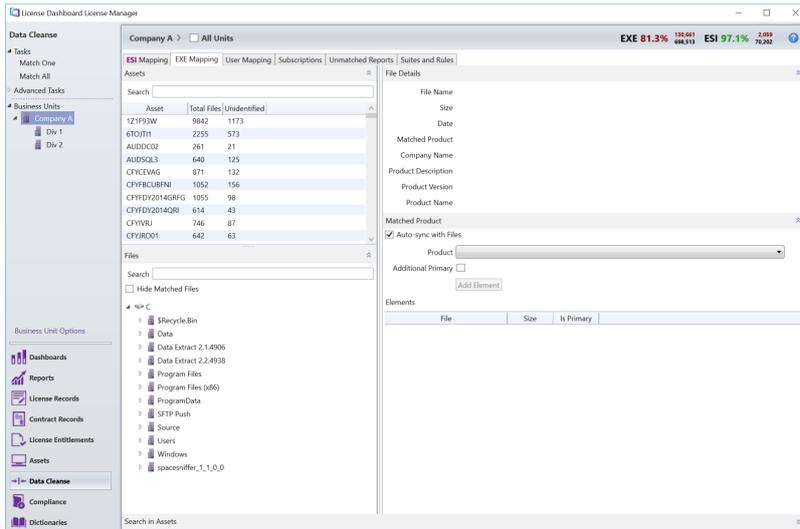
- The **Match** section allows you to edit the match type.
 - The **Dictionary** section allows you to re-map the ESI signature to an alternative product or product version.
 - Click **Delete** to remove the signature from the dictionary.
3. Click **OK**. The edits are saved.

EXE Mapping

The EXE mapping tab is used to add or match unknown .EXE files discovered on assets to products in the dictionary.

After the EXE files are mapped and the [match all](#) task is performed, devices and users discovered with the files will show as having software usage for the mapped products.

Please note, this tab is only available after data is imported in the assets workspace. It is displayed when you import .EXE data.

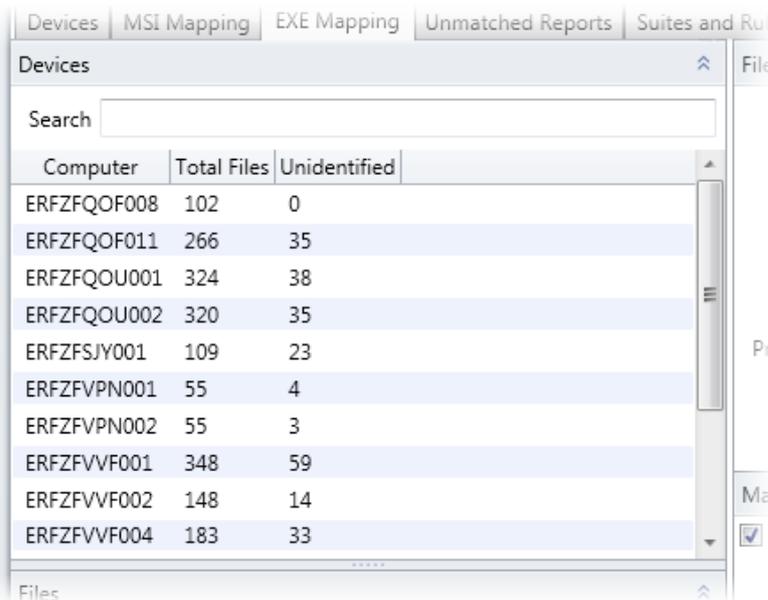


The tab is split into five sections.

- The [Devices](#) section shows all devices for the selected business unit.
- The [Files](#) section shows a folder tree of the drives and folders on the selected computer. Only folders containing .EXE files will be displayed.
- The [File Details](#) section displays details of the selected file.
- The [Matched Product](#) section displays dictionary details of the product that the .EXE file has been matched to.
- The [Search in Devices](#) section allows you to search for .EXE files in all computers in the database.

Devices

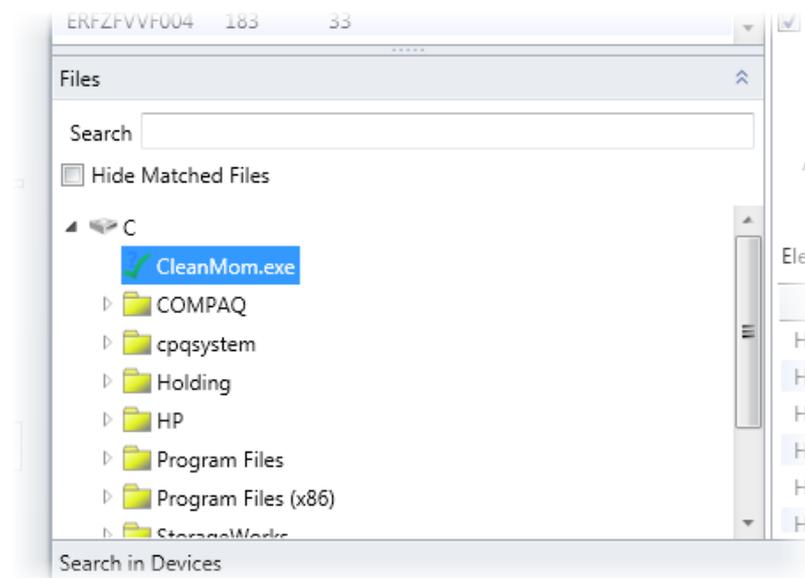
The devices section shows all devices for the selected business unit.



The list can be searched by device name. Click on a device in the list to select it.

Files

The files section shows a folder tree of the drives and folders on the selected computer. Only folders containing .EXE files will be displayed.



The .EXE files are highlighted in one of three ways.

-  indicates a .EXE file that has not been matched to a product in the dictionary.
-  indicates a .EXE file that matches a product in the dictionary.
-  indicates a .EXE file that is an element of another product in the dictionary.

The Files section can be searched by the .EXE filename.

Tick **Hide Matched Files** to display only unmatched .EXE files.

Click on a .EXE file to select it.

File Details

The file details section displays details of the selected file.

File Details	
File Name	CleanMom.exe
Size	177040
Date	19 May 2011
Matched Product	Microsoft System Center Operations Manager 2007
Company Name	Microsoft Corporation
Product Description	MOM Cleanup Utility
Product Version	6.0.6217.0
Product Name	System Center Operations Manager 2007

Matched Product

The matched product section displays dictionary details of the product that the .EXE file has been matched to. It also displays a list of all .EXE files that have already been matched to the product.

Product Name: System Center Operations Manager 2007

Matched Product

Auto-sync with Files

Manufacturer: Microsoft

Product: System Center Operations Manager 2007

Additional Primary:

Elements

File	Size	Is Primary
HealthService.exe	27,696	<input checked="" type="checkbox"/>
HealthService.exe	25,976	<input checked="" type="checkbox"/>
HealthService.exe	19,264	<input checked="" type="checkbox"/>
HealthService.exe	19,776	<input checked="" type="checkbox"/>
HealthService.exe	31,792	<input checked="" type="checkbox"/>
HealthService.exe	24,968	<input checked="" type="checkbox"/>

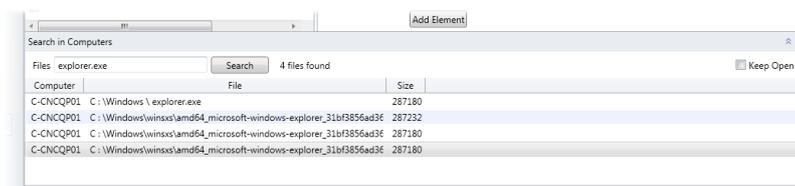
How to match an unmatched .EXE file to a product in the dictionary.

1. Select the .EXE file to match.
2. Input the Matched Product details.
3. Click **Add Element**. The file is now matched to a .EXE file.

Please refer to the [Match One](#) and [Match All](#) help page for details of how to refresh the data.

Search in Devices

The search in devices section allows you to search for .EXE files in all computers in the database.



This section can be searched by .EXE file name.

User Mapping

User accounts may be sourced from multiple locations, such as Active Directory, email, Office 365, SAP etc. Each account may have a different user name. When software usage data for user licensed products is imported to License Manager, it will add it to the appropriate user account. If the account does not already exist, it will create a new user.

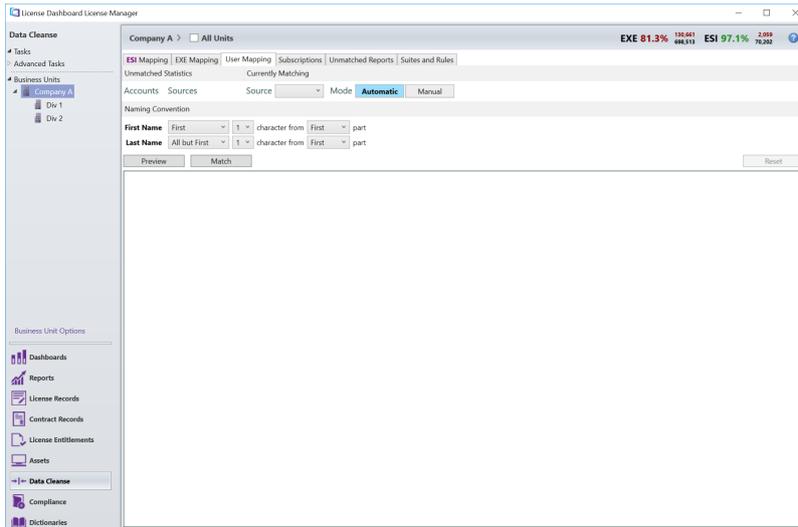
In License Manager, Active Directory is the primary source for identifying a user. Accounts from other sources are secondary sources. Accounts that have been identified from a secondary source should be matched to the primary Active Directory account for the user.

There are two types of user account:

- Confirmed. This is the primary Active Directory account for the user
- Unconfirmed. This is a user account that has been discovered from a secondary source

The user mapping tab is used to map unconfirmed user account records discovered in secondary sources to the confirmed Active Directory account for each user.

The software usage associated with an unconfirmed user account is reassigned to the confirmed account when it is matched to the primary. This ensures that all software usage for a single user is reported under a single account in License Manager.

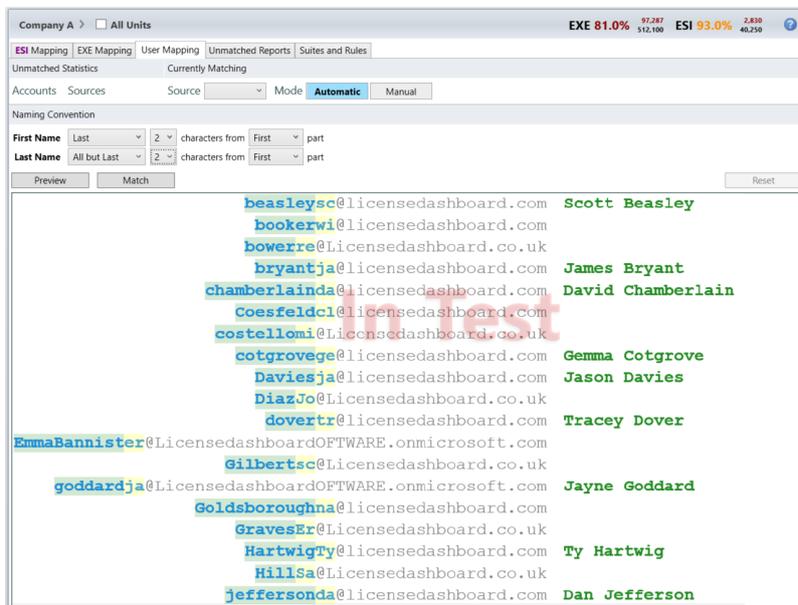


There are two modes for mapping user accounts.

- Automatic allows you to use naming conventions to define how multiple accounts are mapped
- Manual allows you to map individual accounts

Automatic

Automatic mode shows the naming convention options for mapping accounts. Use this option to map large numbers of user accounts from the same source. The mapping is based on the naming convention used to create user accounts at the source.



1. Select the **Source** for the user accounts you want to map
2. Define where in the **First Name** of the user is referenced in the username. For example; the first character in the first part of the username
3. Define where the **Last Name** of the user is referenced in the username. For example; all but the first character in the first part of the username
4. Click **Preview** to show the user accounts identified by the naming convention
5. Click **Match** to match the accounts to the primary Active Directory account for the users

Manual

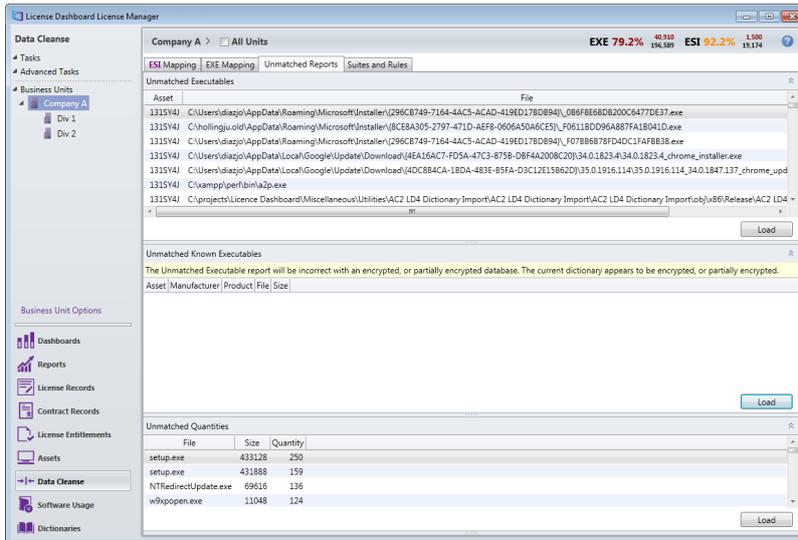
Manual mode shows a list of unconfirmed accounts.

1. Use the **Filter** in the unconfirmed users column to show user accounts from secondary sources with a similar name. For example; the surname of the user.
2. Select the unconfirmed account you want to map. Full details of the account are displayed below.
3. Use the **Filter** in the confirmed users column to show Active Directory user accounts with a similar name.
4. Select the confirmed account you want to map to. Full details of the account are displayed below.
5. Click **Match**.

Unmatched Reports

The unmatched reports tab is used in combination with the EXE mapping tab to display a breakdown of unmatched .EXE file data.

Please note, this tab is only available after data is imported in the assets workspace. It is displayed when you import .EXE data.

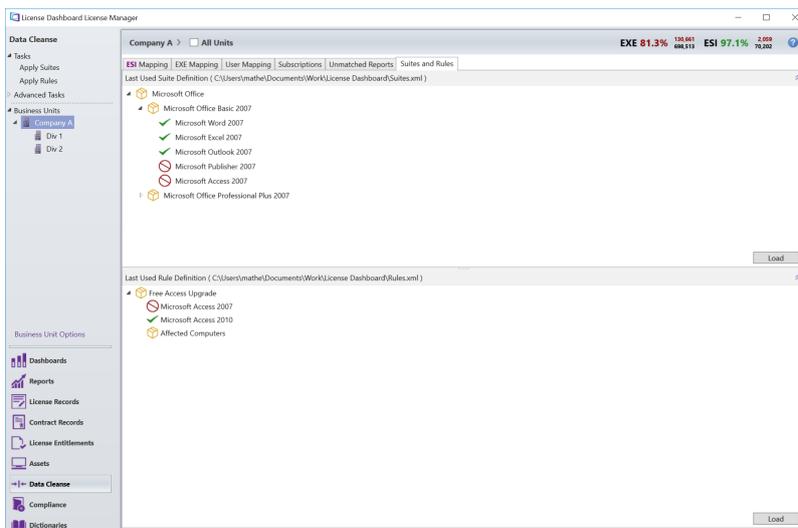


- The **Unmatched Executable** report displays all unmatched .EXE files on computers mapped to the selected business unit. Click **Load** to display the report.
- The **Unmatched Known Executables** report displays unmatched .EXE files that have the same name as a primary .EXE file of a product in the dictionary. The report displays results for computers mapped to the selected business unit. Click **Load** to display the report. *This report will not run if you are using an encrypted Dictionary.*
- The **Unmatched Quantities** report displays the quantity of each unmatched .EXE files on computers mapped to the selected Business Unit. Click **Load** to display the report.

Double click on any result in a report to view it in the EXE mapping tab. Please refer to the [EXE Mapping](#) tab for details of how to match an unmatched .EXE file to a product in the dictionary.

Suites and Rules

The suites and rules tab is used to define and apply suites and rules to matched .EXE files on computers in the selected business unit.



Suites

Suites are used to group individual applications into application suites. *For example, a computer with Microsoft Word 97, Microsoft Excel 97 and Microsoft PowerPoint 97 could be displayed as having a Microsoft Office 97 Std suite installed.*

Double-click on a folder in the tree to view its components. The folders are lists by Product Family, Product Suites and Products. The Products are represented with a tick or cross representing their function in the Suite.

- A green tick indicates that the product must be installed for the Suite to apply.
- A grey tick indicates that the product may be installed for the Suite to apply.
- A red prohibited symbol indicates that the product must not be installed for the suite to apply.

Suites can be edited using the [Suites Definition Editor](#).

Pre-made suites can be [downloaded from the License Dashboard website](#). You can log in using your forum name and password. Download and extract the .ZIP file before loading them into the Suites and Rules tab.

Please note, License Dashboard update the available suites. To update your existing suites, download the latest version and extract the .ZIP file to the same folder and replace the existing files.

Rules

Rules are used to replace products on specific computers. *For example, if Microsoft SQL Server 2005 is installed on two computers and they are licensed per processor, use a Rule to replace the Microsoft SQL Server 2005 product description with Microsoft SQL Server 2005 Per Processor.*

Double-click on a folder in the tree to view it's components. The folders are lists by Custom Rule, Product Replacements and Affected Computers. The Products are represented with a tick or cross representing their function in the Suite.

- A red prohibited symbol indicates the product to be replaced.
- A green tick indicates the replacement product.

Rules can be edited using the [Rules Definition Editor](#).

How to Load a Suite or Rule

A Suite or Rule need to be loaded into the workspace before it can be applied to the data.

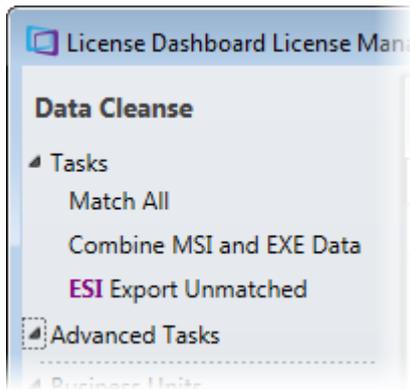
1. Click **Load** to load a pre-saved Suite or Rule into the Suites Rules Editor.
2. Browse to the .XML Suite or Rule file.
3. Select it and click **Open**. The Suite or Rule is loaded into the workspace.

Please refer to the [Apply Rules](#) and [Apply Suites](#) help pages for details on how to apply a suite or rule to the data.

Data Cleanse Tasks

There are several data cleanse tasks. Each tab in the workspace has a different tasks list and advanced tasks list. Each list provides a number of tasks that can be performed in the current tab.

ESI Mapping tasks

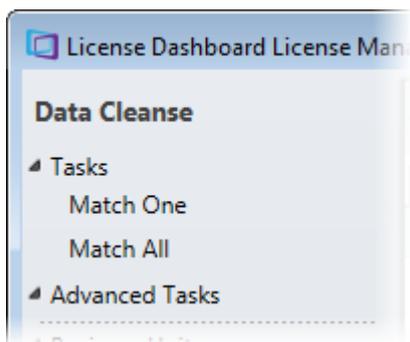


There are two main tasks in the ESI Mapping tab.

- The [Match All](#) task allows you to match discovered ESI signatures to the dictionary.
- The [ESI Export Unmatched](#) task allows you to export unmatched ESI signatures to a .XML file.

There are no advanced tasks in the ESI Mapping tab.

EXE Mapping tasks



There are two main tasks in the EXE mapping tab.

- The [Match One](#) task allows you to match discovered .EXE data to the dictionary for the selected device.
- The [Match All](#) task allows you to match discovered .EXE data to the dictionary for all devices.

There are no advanced tasks in the EXE Mapping tab.

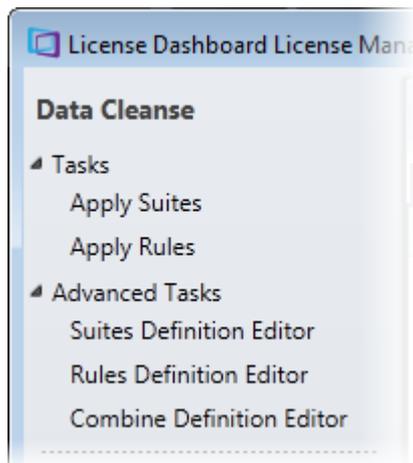
User Mapping tasks

There are no tasks or advanced tasks in the user mapping tab.

Unmatched Reports tasks

There are no tasks or advanced tasks in the unmatched reports tab.

Suites and Rules tasks



There are two main tasks in the Suites and Rules tab.

- The [Apply Suites](#) task allows you to apply the loaded suites to an Audit Run.
- The [Apply Rules](#) task allows you to apply the loaded rules to an Audit Run.

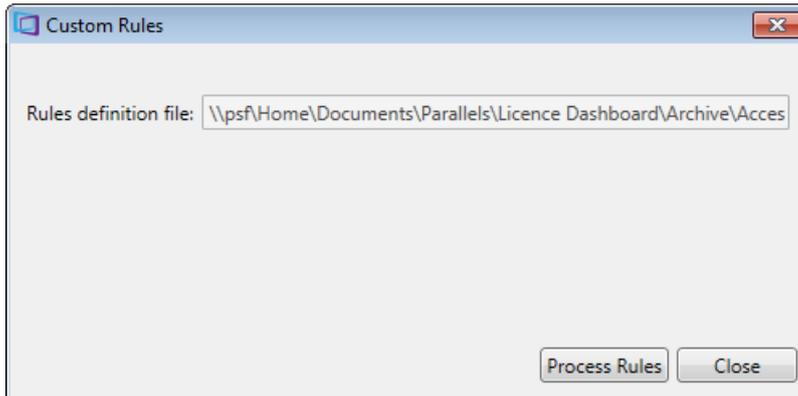
There are three advanced tasks in the Suites and Rules tab.

- The [Suites Definitions Editor](#) task allows you to create and edit suites.
- The [Rules Definition Editor](#) task allows you to create and edit rules.
- The [Combine Definition Editor](#) task allows you to combine suites or rules.

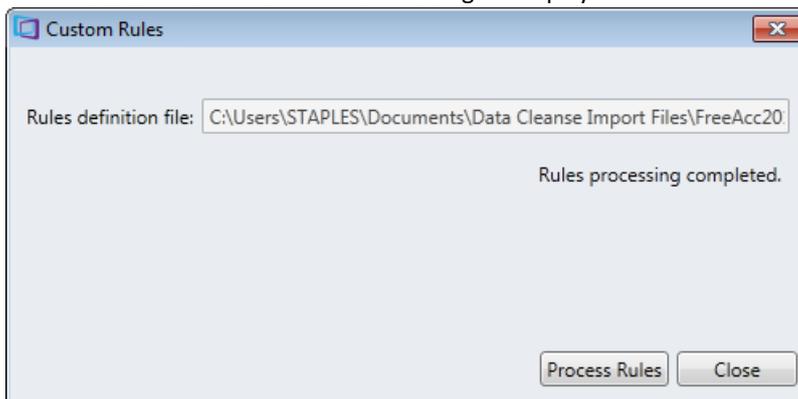
Apply Rules

The Apply Rules task is used to apply any number of Rules or Combined Rules to the computers in the selected Business Unit.

1. Click **Apply Rules** in the Tasks list. The Custom Rules window is displayed.



2. Click **Process Rules**. A confirmation message is displayed.

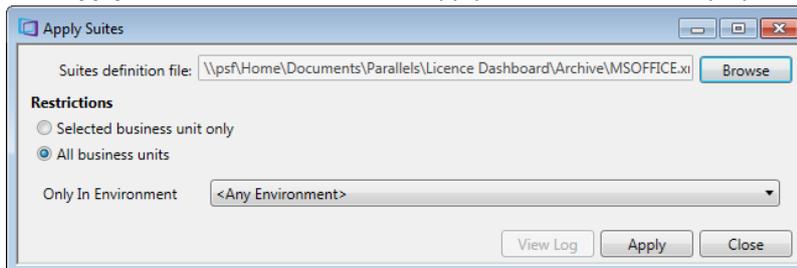


3. Click **Close**. The rules have been processed for the computers mapped to the selected Business Unit.

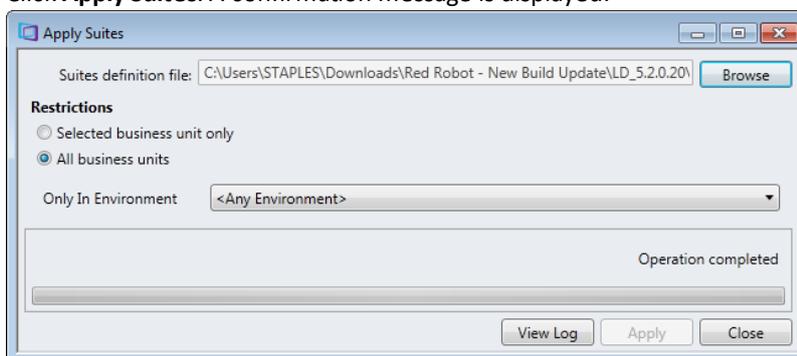
Apply Suites

The Apply Suites task is used to apply any number of Suites or Combined Suites to the Devices in an organization.

1. Click **Apply Suites** in the Tasks list. The Apply Suites window is displayed.



2. Select the Restrictions for the task.
 - Suites can be applied to devices in all Business Units or just the currently selected Business Unit.
 - Suites can be applied to devices in a specific Environment.
3. Click **Apply Suites**. A confirmation message is displayed.

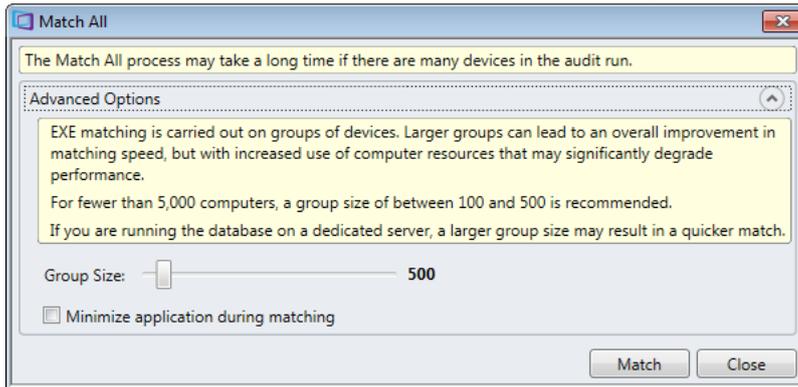


4. Click **Close**. The suites have been applied to the Devices.

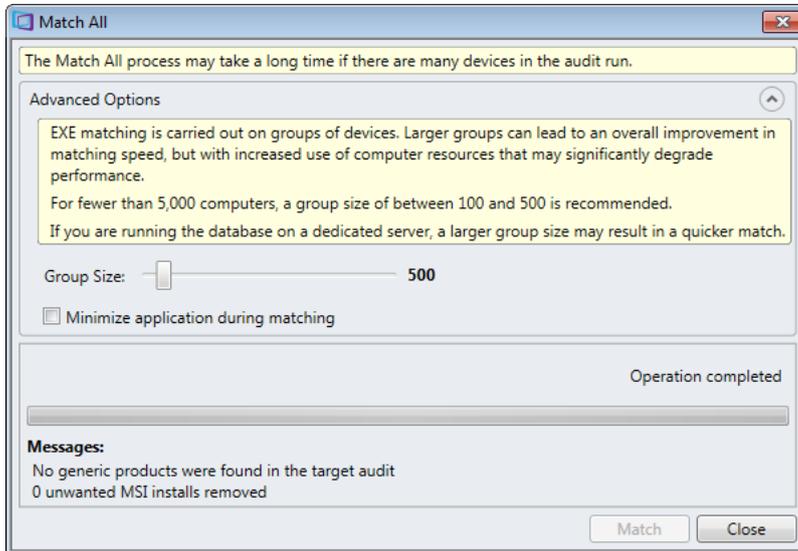
Match All

The Match All task allows you to match discovered .EXE data to the dictionary. This task is performed automatically when [importing Audit Data](#). Use this task to refresh the data for all computers in the Audit Run to take into account recently matched products.

1. Click **Match All** in the Tasks list. The Match All window is displayed.



2. Select the **Group Size**. Please note, a larger group size will speed up the process and use more computer resources, which may make other applications on your device run slower.
3. Tick **Minimize application during matching** to minimize License Manager whilst the task is running.
4. Click **Match All**. A confirmation message is displayed.

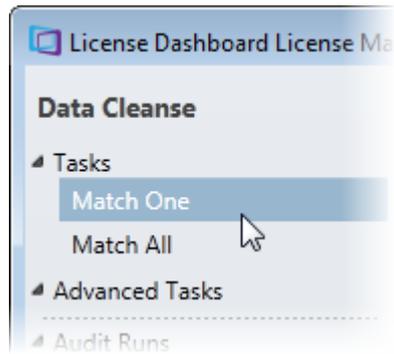


5. Click **Close**.

Match One

The Match One task allows you to refresh all the data for the selected computer to take into account recently matched products.

1. Select the computer.
2. Click **Match One** in the Tasks list.

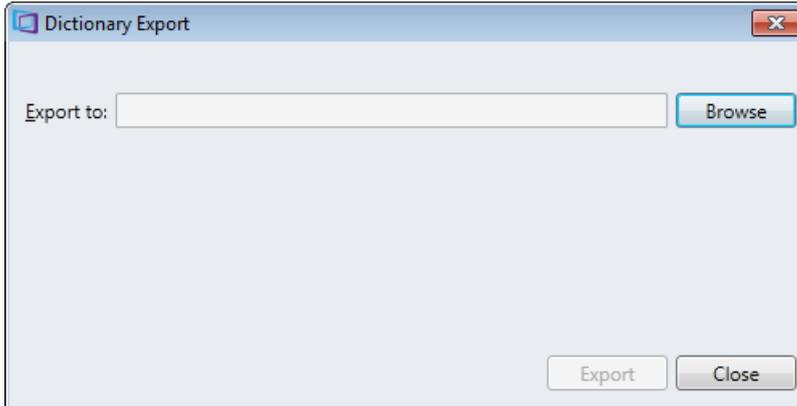


The data is refreshed.

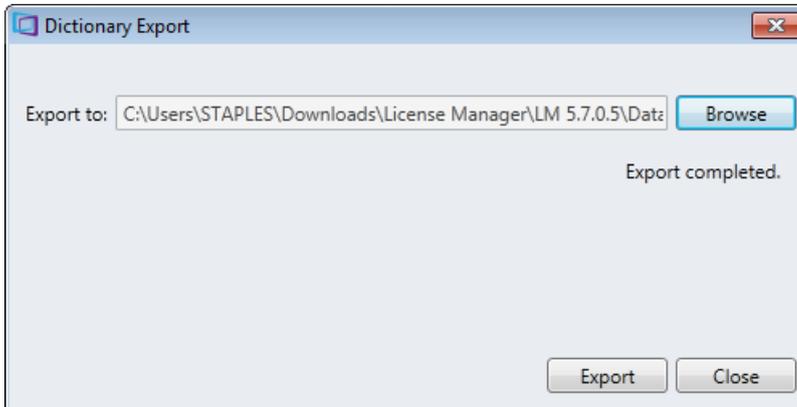
ESI Export Unmatched

The ESI Export Unmatched task allows you to export unmatched ESI signatures to an XML file.
Please note, this task is only available for ESI Audits.

1. Click **ESI Export Unmatched** in the Tasks list. The Dictionary Export window is displayed.



2. Click **Browse**.
3. Navigate to where you want to save the file.
4. Name the export file and click **Save**.
5. Click **Export**. A confirmation message is displayed.

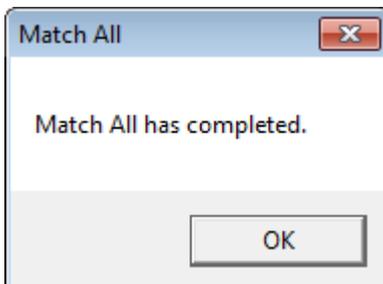


6. Click **Close**. The data has now been exported.

Match All

The Match All task allows you to match discovered ESI signatures to the dictionary. This task can be performed automatically when [importing Audit Data](#). *Please note, this task is only available for ESI Audits.*

1. Click **Match All** in the Tasks list. A confirmation message is displayed.

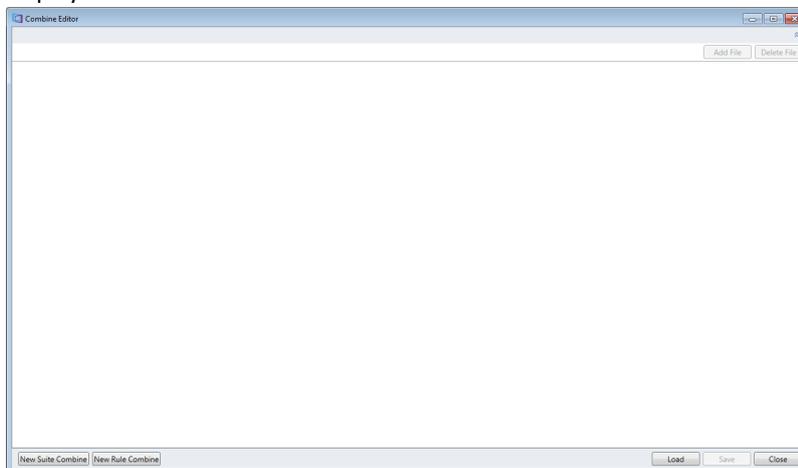


2. Click **Close**. The ESI data for every device is refreshed.

Combine Definition Editor

The Combine Definition Editor task is used to combine Suites or Rules.

1. Click **Combine Definitions Editor** in the Advanced Tasks list. The Combine Editor window is displayed.



- Click **New Suite Combine** to combine suites.
- Click **New Rule Combine** to combine rules.

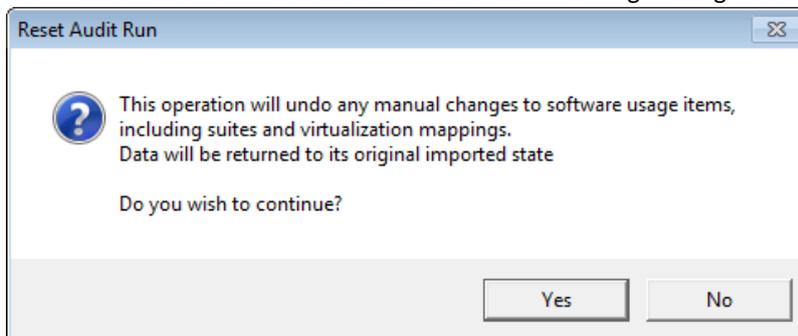
2. Browse to where you want to save the new combined file. Name it and click **Save**.
3. Click **Add File**.
4. Browse to where the first suite or rule you want to combine is stored. Select it and click **Open**. Repeat this step until all suites or rules are displayed.
5. Click **Save**.

The combined file is saved and can be loaded into the workspace.

Reset Audit Run

The Reset Audit Run task allows you to reset any changes made to the audit run after it was imported.

1. Click **Reset Audit Run** in the advanced tasks list. A warning message is displayed.

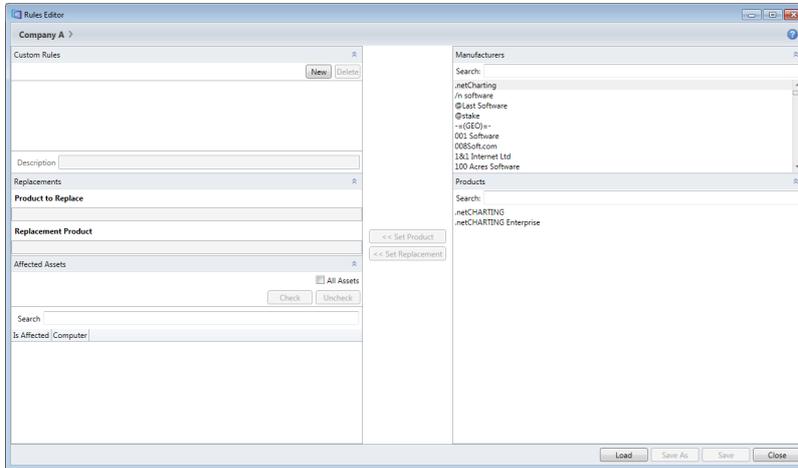


2. Click **Yes**. The audit run data is reset.

Rules Definition Editor

The Rules Definitions Editor task is used to create and edit rules.

Click **Rules Definitions Editor** in the Advanced Tasks list. The Rules Editor window is displayed.



There are three sections in the Rules Editor.

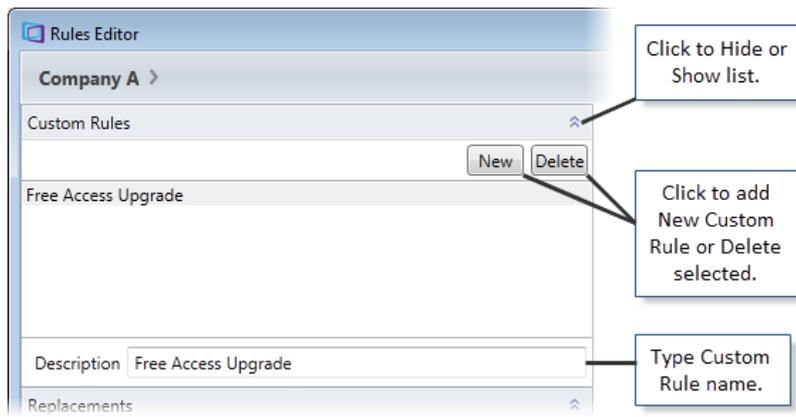
1. The **Custom Rules** section is used to create or delete a rule.
2. The **Replacements** section shows products and their replacements in the selected rule. You set a product and its replacement from the products list.
3. The **Affected Computers in Business Unit** section shows computers in the selected Business Unit that may be affected by the rule. You can search the list and select which computers will be affected by the rule.

The Manufacturers and Products lists are linked and can be searched to find details of products in the dictionary.

- Click **Load** to load a pre-saved rule into the Rules Editor.
- Click **Save As** to save the rule as a new file name.
- Click **Save** to save changes to the rule.

How to edit Rules

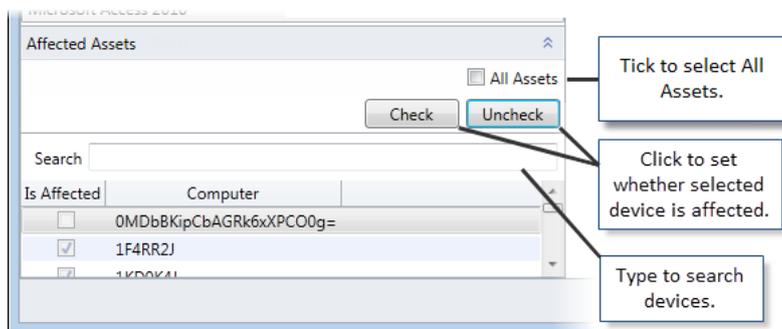
Use the Custom Rules section to set the Rule's name. Select a Rule in the list to edit it. *Please Note, this will also display the associated Replacement rules and Affected Devices in the section below.*



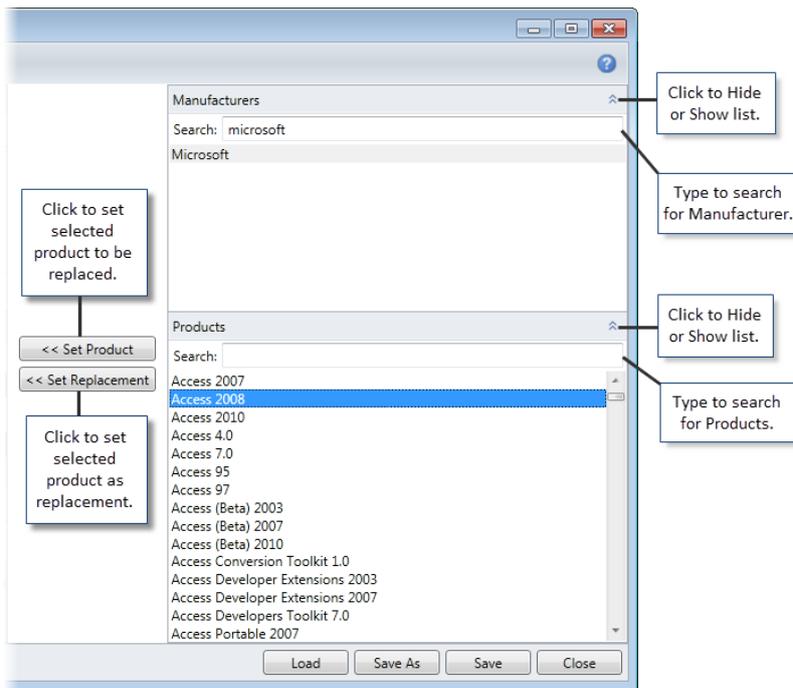
The Replacements section displays the replacement product rules.



Use the Affected Devices in Business Unit section to set the devices affected by the Custom Rule



Use the Manufacturers and Products sections to search for Products to add to the Replacements section.

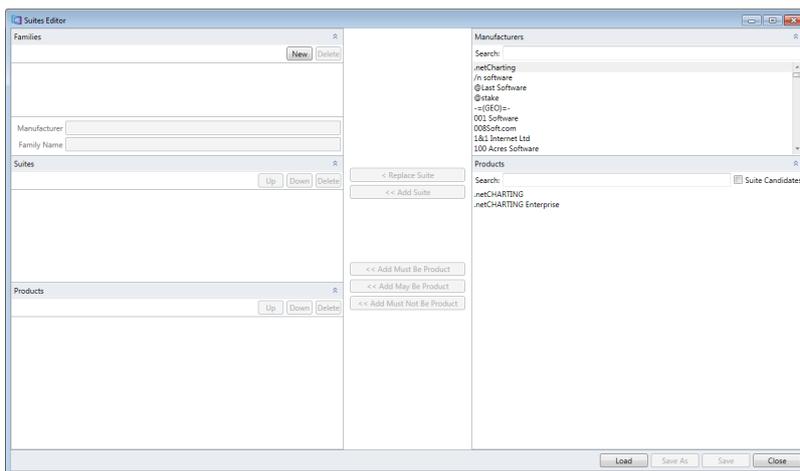


Suites Definitions Editor

The Suites Definitions Editor task is used to create and edit suites.

Pre-made suites can be [downloaded from the License Dashboard website](#). You may need to edit the suites to suit your business. *For example, if your business uses Microsoft Office, but never uses the Standard Version, you may want to edit the Microsoft Office suite to ignore it.*

Click **Suites Definitions Editor** in the Advanced Tasks list. The Suites Editor window is displayed.



There are three sections in the Suites Editor.

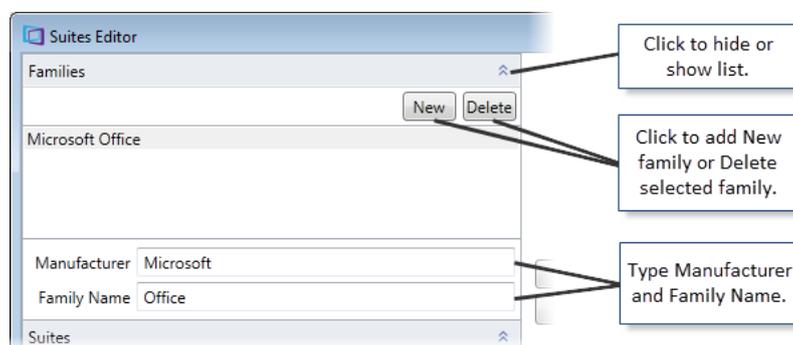
1. The **Families** section is used to create or delete a product family.
2. The **Suites** section shows suites in the selected product family.
3. The **Product** section shows products in the selected suite.

The Manufacturers and Products lists are linked and can be searched to find details of products and suites in the dictionary.

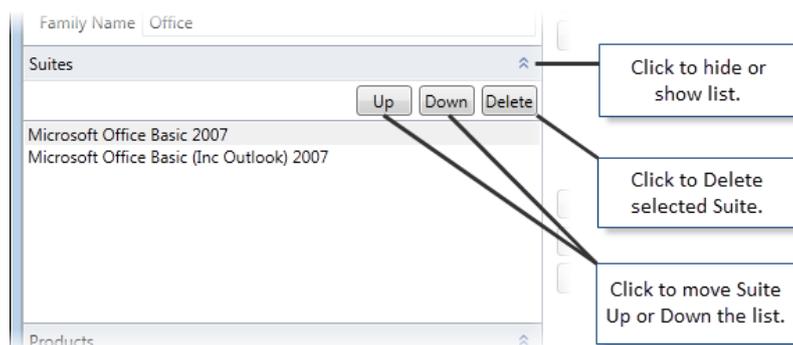
- Click **Load** to load a pre-saved suite into the Suites Editor.
- Click **Save As** to save the suite as a new file name.
- Click **Save** to save changes to the suite.

How to edit Suites

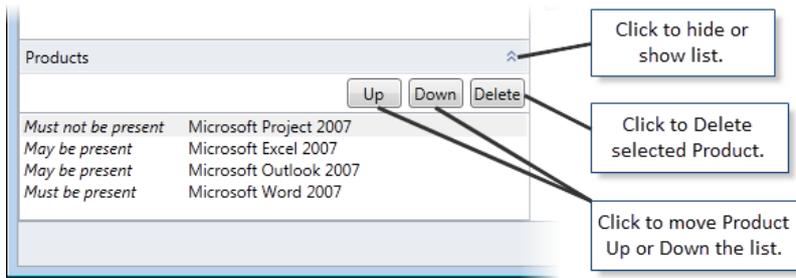
Use the Families section to set the Suite's name. Select a suite in the list to edit it. *Please Note, this will also display the associated Suites in the section below.*



Use the Suites section to set the order of priority for the Suites in the Family. The Suites will be [applied to devices based](#) on the order in the list. If the first Suite in the list can be applied to a device, the next Suite below will be ignored.



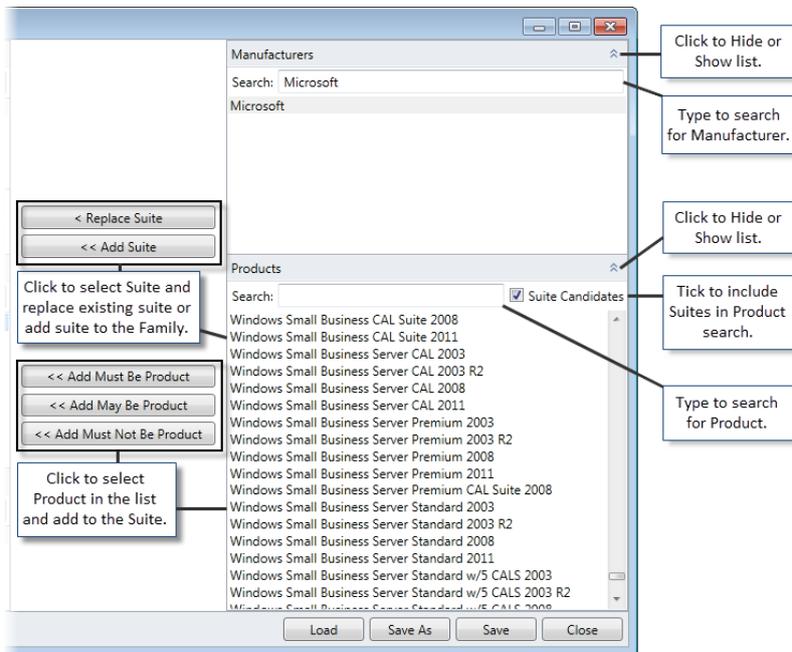
Use the Products section to set the order of priority for the Products rules to allow the Suite to be applied.



Use the Manufacturers and Products sections to search for Suites and Products to add to the lists.

When adding a Product to a Suite, there are three rules to choose from.

- **Add Must Be Product** indicates a product that must be installed for the Suite to apply.
- **Add May Be Product** indicates a product that may be installed for the Suite to apply.
- **Add Must Not Be Product** indicates a product that must not be installed for the Suite to apply.



COMPLIANCE

The compliance workspace is used to manage installed products and ensure license compliance. Use this workspace to match licenses to products installed in your organization.

Click **Compliance** in the workspace navigation pane to open the workspace. The compliance workspace defaults to a view showing software usage details for the **Business Unit** you have selected.

In the screenshot below, the workspace shows software usage for the **Company A** business unit. Notice that Company A is selected in the pane on the left hand side of the screen.

Country of Use	Environment	Manufacturer	Product	Release Date	Discovered Metri	Identified Manually	Usage Qty	Deployed By	Status	Responsibility	Platf
Desktop		AB Consulting	AB Tutor Control 6.6		Device		1	Company A	New	Default	Non
Desktop		ABBYY	FineReader for ScanSnap 11		Device		3	Company A	New	Default	Non
Desktop		ABBYY	FineReader for ScanSnap 4L		Device		5	Company A	New	Default	Non
Virtual Server		Acronis	Backup & Recovery Agent 1	25/02/2016	Device		1	Company A	New	Default	Non
Virtual Server		Acronis	Backup & Recovery Agent 1		Device		4	Company A	New	Default	Non
Virtual Server		Acronis	Backup & Recovery Agent N	25/02/2016	Device		1	Company A	New	Default	Non
Virtual Server		Actian	Ingres TX 10.1		Device		2	Company A	New	Default	Non
Unspecified		Active Data Recove	Active@Boot Disk Creator 1		Device		1	Company A	New	Default	Non
Server		Active Data Recove	Active@Boot Disk Creator 1		Device		1	Company A	New	Default	Non
Unspecified		Active Database Sc	FlySpeed SQL Query 3.1		Device		1	Company A	New	Default	Non
Unspecified		Active Database Sc	FlySpeed SQL Query 3.2		Device		1	Company A	New	Default	Non
Desktop		Active Database Sc	FlySpeed SQL Query 3.2		Device		1	Company A	New	Default	Non
Desktop		Active Database Sc	FlySpeed SQL Query 3.3		Device		1	Company A	New	Default	Non
Desktop		Active Database Sc	FlySpeed SQL Query 3.5		Device		1	Company A	New	Default	Non
Desktop		ActivIdentity	ActivClient 6.2		Device		1	Company A	New	Default	Non
Virtual Server		AdLib	Express 4.11		Device		1	Company A	New	Default	Non
Virtual Server		AdLib	oXpress Server 4.1		Device		1	Company A	New	Default	Non
Virtual Server		Admin Arsenal Cor	PDQ Inventory 7.2		Device		1	Company A	New	Default	Non
Virtual Desktop		Adobe	Acrobat DC	07/04/2015	Device		1	Company A	New	Default	Non
Desktop		Adobe	Photoshop Lightroom Classi		Device		1	Company A	New	Default	Non
Virtual Server		Ai-Logie	SmartWORKS 5.7		Device		2	Company A	New	Default	Non
Desktop		AIR Music Tech Gr	Ignite 1.4		Device		1	Company A	New	Default	Non
Server		Albany Software	ALBACS Enterprise 1.2		Device		1	Company A	New	Default	Non
Desktop		Alenware	AlenRespaan 9.4		Device		1	Company A	New	Default	Non
Virtual Server		Altris	Deployment Solution Agent		Device		4	Company A	New	Default	Non
Virtual Server		Altris	Inventory Agent 7.0		Device		1	Company A	New	Default	Non
Virtual Server		Altris	Server Inventory Agent 7.1		Device		1	Company A	New	Default	Non
Virtual Server		Altris	Software Management Age		Device		4	Company A	New	Default	Non

How to Navigate the Compliance Workspace

In the screenshot below, the workspace shows software usage for the **Company A** business unit. Notice that Company A is selected in the pane on the left hand side of the screen.

- The Compliance tab displays all software usage that has been added to License Manager. It is used to manage the software installed on devices in your organization and assign licenses to usage to ensure compliance is met
- The [Compliance History](#) tab displays an overview of the live and historical software licensing compliance for your the business unit.

Compliance Tabs

Compliance Tab

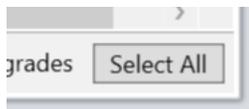
The compliance tab is used to organize the responsibilities for managing the software usage that has been added. It is also used to allocate license entitlement to software usage and ensure compliance.

In the screenshot below, the workspace shows software usage for the **Company A** business unit. Notice that Company A is selected in the pane on the left hand side of the screen.

Country of Use	Environment	Manufacturer	Product	Release Date	Discovers Metrics	Identified Manually	Usage Qty	Deployed By	Status	Responsibility	Platform
Desktop		AB Consulting	AB Tutor Control 6.6		<input type="checkbox"/>	<input type="checkbox"/>	1	Company A	New	Default	Non
Desktop		ABBYY	FineReader for ScanSnap 11		<input type="checkbox"/>	<input type="checkbox"/>	3	Company A	New	Default	Non
Desktop		ABBYY	FineReader for ScanSnap 4.C		<input type="checkbox"/>	<input type="checkbox"/>	5	Company A	New	Default	Non
Virtual Server		Acronis	Backup & Recovery Agent 1	25/02/2016	<input type="checkbox"/>	<input type="checkbox"/>	1	Company A	New	Default	Non
Virtual Server		Acronis	Backup & Recovery Agent K	25/02/2016	<input type="checkbox"/>	<input type="checkbox"/>	1	Company A	New	Default	Non
Virtual Server		Actian	Ingres TX 10.1		<input type="checkbox"/>	<input type="checkbox"/>	2	Company A	New	Default	Non
Unspecified		Active Data Recove	Active@ Boot Disk Creator 5		<input type="checkbox"/>	<input type="checkbox"/>	1	Company A	New	Default	Non
Server		Active Data Recove	Active@ Boot Disk Creator 5		<input type="checkbox"/>	<input type="checkbox"/>	1	Company A	New	Default	Non
Unspecified		Active Database Sc	FlySpeed SQL Query 3.1		<input type="checkbox"/>	<input type="checkbox"/>	1	Company A	New	Default	Non
Unspecified		Active Database Sc	FlySpeed SQL Query 3.2		<input type="checkbox"/>	<input type="checkbox"/>	1	Company A	New	Default	Non
Desktop		Active Database Sc	FlySpeed SQL Query 3.2		<input type="checkbox"/>	<input type="checkbox"/>	1	Company A	New	Default	Non
Desktop		Active Database Sc	FlySpeed SQL Query 3.3		<input type="checkbox"/>	<input type="checkbox"/>	1	Company A	New	Default	Non
Desktop		Active Database Sc	FlySpeed SQL Query 3.5		<input type="checkbox"/>	<input type="checkbox"/>	1	Company A	New	Default	Non
Desktop		ActixIdentity	ActixClient 6.2		<input type="checkbox"/>	<input type="checkbox"/>	1	Company A	New	Default	Non
Virtual Server		AdLib	Express 4.11		<input type="checkbox"/>	<input type="checkbox"/>	1	Company A	New	Default	Non
Virtual Server		AdLib	eXpress Server 4.1		<input type="checkbox"/>	<input type="checkbox"/>	1	Company A	New	Default	Non
Virtual Server		Admin Arsenal Cor	PDQ Inventory 7.2		<input type="checkbox"/>	<input type="checkbox"/>	1	Company A	New	Default	Non
Virtual Desktop		Adobe	Acrobat DC	07/04/2015	<input type="checkbox"/>	<input type="checkbox"/>	1	Company A	New	Default	Non
Desktop		Adobe	Photoshop Lightroom Classi		<input type="checkbox"/>	<input type="checkbox"/>	1	Company A	New	Default	Non
Virtual Server		AI-Logix	SmartWORKS 5.7		<input type="checkbox"/>	<input type="checkbox"/>	2	Company A	New	Default	Non
Desktop		AIR Music Tech Gr	Ignite 1.4		<input type="checkbox"/>	<input type="checkbox"/>	1	Company A	New	Default	Non
Server		Albany Software	ALBACS Enterprise 1.2		<input type="checkbox"/>	<input type="checkbox"/>	1	Company A	New	Default	Non
Desktop		Alenware	AlenRenqam 5.4		<input type="checkbox"/>	<input type="checkbox"/>	1	Company A	New	Default	Non
Virtual Server		Abbris	Deployment Solution Agent		<input type="checkbox"/>	<input type="checkbox"/>	4	Company A	New	Default	Non
Virtual Server		Abbris	Inventory Agent 7.0		<input type="checkbox"/>	<input type="checkbox"/>	1	Company A	New	Default	Non
Virtual Server		Abbris	Server Inventory Agent 7.1		<input type="checkbox"/>	<input type="checkbox"/>	1	Company A	New	Default	Non
Virtual Server		Abbris	Software Management Ager		<input type="checkbox"/>	<input type="checkbox"/>	4	Company A	New	Default	Non

Click any product in the list to select it.

Click **Select All** to select every product in the list.



Use the search pane to search for items in the compliance list. To expand the Search pane options, click the  icon.

Searches are cumulative. When you perform a search, you can perform a second search to narrow down your results. Click the **Reset** button to cancel all the current searches and filters and start again.

To search, type in one or more fields and click **Search** to display the results. You may search by:

- The name of the **Manufacturer**.
- The **Product Name**.
- The product **Version** number.
- The products **Deployed By** a specific Business Unit.

The list can also be filtered using tick boxes.

- The list can be filtered to include products from the other tabs.

- The list can be filtered to show specific license compliance.

- Additional tick box filters are available.

- Tick **Non-tracked items** to show installed products that are not tracked by License Manager.
- Tick **Old products** to show old products that are installed.
- Tick **Identified manually only** to show installed products that are not identified by License Manager.
- Tick **Downgrades only** to show products that have been downgraded.

You can also use a drop-down list to filter.

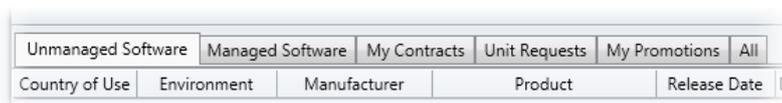
- The license metric field allows you to filter by the various metrics that can apply to licenses. For example, a device filter would show licenses that apply to a specific number of devices.
- The country of usage field allows you to filter by the country that the usage applies to.
- The environment field allows you to filter by the software usage environments held in the dictionary.
- The responsibility field allows you to filter by who is responsible for managing the product.

Click the **Reset** button to cancel all the applied filters and searches.

Left-click on any column heading in the workspace pane to sort the data alphabetically or numerically. For example, you may choose to sort by Product or Manufacturer. The first click sorts the data in ascending order, and a second click sorts the data in descending order.

Compliance Sub Tabs

The compliance details are displayed in up to six separate tabs.



There are six tabs in the compliance workspace.

- The **Unmanaged Software** tab displays products that have been installed but are not yet managed in License Manager.
- The **Managed Software** tab displays the non-contract products that are installed and managed by the selected business unit.
- The **My Promotions** tab displays installed products that have been promoted by the selected business unit for management by another business unit.
- The **My Contracts** tab displays installed products managed by the selected business unit as part of a contract agreement.
- The **Unit Requests** tab displays installed products that have been promoted to the selected business unit for management.
- The **All** tab displays all installed products managed by the selected business unit.

The tabs available to you depend on the application settings for your organization.

Compliance Settings

What you can see and do in the compliance tab depends on the **Separate Out Contract** setting, **Software Usage Management Mode** and the **Software Usage Promotion Mode** that you have chosen.

The settings will define the process you should follow to organize the responsibility for managing the software usage. This should reflect which part of your organization is responsible for purchasing and license compliance for which devices.

The sub-tabs available in the compliance workspace can be restricted for your organizational purposes. Please refer to the [Application Settings](#) help page for guidance on determining the compliance settings.

Software Usage Management Mode - Simple

This mode assumes that the business unit that is responsible for managing the device is responsible for managing its software usage. Each business unit is responsible for purchasing and allocating its own licenses and ensuring compliance.

This mode automatically accepts software usage in the business unit it is discovered in. Child business units cannot promote software usage to a parent business unit to manage its license allocation.

This mode requires a single process to ensure compliance:

1. Allocate software usage to licenses. This can be performed [manually](#) or [automatically](#).

Additional [tasks](#) are available to help manage this process.

A single sub tab is displayed at the top of the table to administrate software usage for the selected business unit.

The screenshot displays the License Dashboard License Manager interface for Company A. The main window shows a table of Managed Software with columns for Country of Use, Environment, Manufacturer, Product, Release Date, Discovered Metric, Usage Qty, Licenses Qty, Downgrades Qty, License Metric, Compliance, and Is Contract. The table lists various software products such as AB Tutor Control 6.6, FineReader for ScanSnap 11, and PPT to Video Pro 3.2. The interface also includes a left sidebar with navigation options like Compliance, Tasks, and Business Units, and a top navigation bar with filters and search options.

Country of Use	Environment	Manufacturer	Product	Release Date	Discovered Metric	Usage Qty	Licenses Qty	Downgrades Qty	License Metric	Compliance	Is Contract
Desktop	All Consulting	AB Tutor	AB Tutor Control 6.6		Device	1	0	0	-1		
Desktop		ABBYY	FineReader for ScanSnap 11		Device	3	0	0	-3		
Desktop		ABBYY	FineReader for ScanSnap 4C		Device	5	0	0	-5		
Unspecified		Acronis	PPT to Video Pro 3.2		Device	1	0	0	-1		
Virtual Server		Acronis	Backup & Recovery Agent 1	25/02/2016	Device	1	0	0	-1		
Virtual Server		Acronis	Backup & Recovery Agent 1		Device	4	0	0	-4		
Virtual Server		Acronis	Backup & Recovery Agent 6	25/02/2016	Device	1	0	0	-1		
Virtual Server		Actian	Ingres TX 10.1		Device	2	0	0	-2		
Unspecified		Active Data Recov	Active@ Boot Disk Creator 1		Device	1	0	0	-1		
Server		Active Data Recov	Active@ Boot Disk Creator 5		Device	1	0	0	-1		
Unspecified		Active Database Sc	FlySpeed SQL Query 3.1		Device	1	0	0	-1		
Unspecified		Active Database Sc	FlySpeed SQL Query 3.2		Device	1	0	0	-1		
Desktop		Active Database Sc	FlySpeed SQL Query 3.2		Device	1	0	0	-1		
Desktop		Active Database Sc	FlySpeed SQL Query 3.3		Device	1	0	0	-1		
Desktop		Active Database Sc	FlySpeed SQL Query 3.5		Device	1	0	0	-1		
Desktop		Acti@Identity	Acti@Client 6.2		Device	1	0	0	-1		
Desktop		Adept SQL Tools	AdeptSQL DIB 1.9	03/12/2005	Device	7	0	0	-7		
Unspecified		Adept SQL Tools	AdeptSQL DIB 1.9	03/12/2005	Device	5	0	0	-5		
Desktop		Adesoft	VidEdit 3.4		Device	1	0	0	-1		
Virtual Server		AdiB	Expres 5.11		Device	1	0	0	-1		
Virtual Server		AdiB	e@gress Server 4.1		Device	1	0	0	-1		
Virtual Server		Admin Arsenal Cor	PDQ Inventory 7.2		Device	1	0	0	-1		
Unspecified		Ad-hoc	TD Developer 9.0		Device	5	0	0	-5		

Managed Software

This feature lists all the software usage that is managed by the business unit. Within this tab, you are able to manage compliance for the business unit. Software usage can be allocated to licenses held in the license records workspace.

To determine which device has a given product installed, double click the product and select show devices. For more information on what has been allocated and to manage downgrade rights, select the allocations tab.

Software Usage Management Mode - Advanced

This mode allows the responsibility for managing the software usage discovered on devices in a child business unit to be promoted to a parent business unit. This allows the parent business unit to allocate licenses to the software usage on a promoted software usage item to ensure compliance.

Each business unit is responsible for:

1. Promoting software usage it does not manage to a parent business unit
2. Acting on software usage promoted from its child business units
3. Purchasing and allocating licenses and ensuring compliance for the software it is managing

This mode also allows additional options that define how software usage is promoted. This is defined by the software usage promotion mode in the application settings. There are two software usage promotion mode options:

Software Usage Promotion Mode - Simple

Simple. This mode assumes that when software usage is promoted for management, it is automatically accepted by the parent business unit. This mode follows the below process to ensure compliance:

1. [Accept](#) or [Promote](#) management of installed products in the unmanaged software tab.
2. Allocate software usage to licenses. This can be performed [manually](#) or [automatically](#).

This mode features three tabs to help break down the administration of software usage to the business units.

Country of Use	Environment	Manufacturer	Product	Release Date	Discovered Metric	Usage Qty	Licenses Qty	Downgrades Qty	License Metric	Compliance	Contract Do
Desktop		AB Consulting	AB Tutor Control 6.6		Device	1	0	0	-1		
Desktop		ABBYY	FineReader for ScanSnap 11		Device	3	0	0	-3		
Desktop		ABBYY	FineReader for ScanSnap 4C		Device	5	0	0	-5		
Unspecified		Acronis	PDF to Video Pro 3.2		Device	1	0	0	-1		
Virtual Server		Acronis	Backup & Recovery Agent 1	25/02/2016	Device	1	0	0	-1		
Virtual Server		Acronis	Backup & Recovery Agent 1		Device	4	0	0	-4		
Virtual Server		Acronis	Backup & Recovery Agent N	25/02/2016	Device	1	0	0	-1		
Virtual Server		Acronis	Ingres TX 10.1		Device	2	0	0	-2		
Unspecified		Active Data Recov	Active@ Boot Disk Creator E		Device	1	0	0	-1		
Server		Active Data Recov	Active@ Boot Disk Creator E		Device	1	0	0	-1		
Unspecified		Active Database Sc	FlySpeed SQL Query 3.1		Device	1	0	0	-1		
Unspecified		Active Database Sc	FlySpeed SQL Query 3.2		Device	1	0	0	-1		
Desktop		Active Database Sc	FlySpeed SQL Query 3.2		Device	1	0	0	-1		
Desktop		Active Database Sc	FlySpeed SQL Query 3.3		Device	1	0	0	-1		
Desktop		Active Database Sc	FlySpeed SQL Query 3.5		Device	1	0	0	-1		
Desktop		ActivIdentity	ActivClient 6.2		Device	1	0	0	-1		
Desktop		Adept SQL Tools	AdeptSQL DfB 1.9	03/12/2005	Device	7	0	0	-7		
Unspecified		Adept SQL Tools	AdeptSQL DfB 1.9	03/12/2005	Device	5	0	0	-5		
Desktop		Adepsoft	VidMate 1.4		Device	1	0	0	-1		
Virtual Server		AdiLib	Express 4.11		Device	1	0	0	-1		
Virtual Server		AdiLib	iXpress Server 4.1		Device	1	0	0	-1		
Virtual Server		Admin Arsenal Cor	PDQ Inventory 7.2		Device	1	0	0	-1		
Unspecified		AdiLib	3D Viewer 5.0		Device	5	0	0	-5		

Additional [tasks](#) are available in each tab to help manage this process.

Unmanaged Software

This area acts as a quarantine space for software titles where it has not been determined where they should be managed. Review the unmanaged software after committing the software usage from the [assets](#) workspace. Accept or promote products that are to be managed, and leave unauthorized software in this section. During this review, you can:

- [Accept](#) - if this task is selected, then you have agreed to manage the compliance of the associated usage. When selected, the software usage is moved to managed software.
- [Promote](#) if this task is selected, then you have requested the associated usage be managed by a parent business unit. When selected, the software usage is moved to my promotions.
- Do Nothing - if you do nothing, then the software usage remains in unmanaged software and therefore the compliance will not be managed. It is recommended that unmanaged software is continued to be reviewed and products that are not accepted should be uninstalled from the estate.

Managed Software

This feature lists all the software usage that is managed by the business unit. Within this tab, you are able to manage compliance for the business unit. Software usage can be allocated to licenses held in the license records workspace to ensure compliance.

To determine which device has a given product installed, double click the product and select show devices. For more information on what has been allocated and to manage downgrade rights, select the allocations tab.

My Promotions

This feature allows the manager of the business unit to view software usage promoted to a parent business unit for management. This is the opposite view to the **Unit Requests** tab. This allows the business unit manager to monitor and act on their requests, they can:

- [Remove](#) requests that have not been addressed by the parent business unit. If this task is selected, the software usage is returned to the unmanaged software tab.

Software Usage Promotion Mode - Advanced

Advanced. This mode requires software usage promotion request to be reviewed before they are accepted for management or declined and returned to the child business unit for management. This mode follows the below process to ensure compliance:

1. [Accept](#) or [Promote](#) management of installed products in the unmanaged software tab.
2. [Accept](#) or [Decline](#) products that have been promoted for management by a child business unit.
3. [Acknowledge](#) requests to promote the management of installed products that have been declined by the parent business unit.
4. Allocate software usage to licenses. This can be performed [manually](#) or [automatically](#).

This mode features three tabs to help break down the administration of software usage to the business units.

Country of Use	Environment	Manufacturer	Product	Release Date	Discovered Metric	Usage Qty	Licenses Qty	Downgrades Qty	License Metric	Compliance	Contract Do
Desktop		AB Consulting	AB Tutor Control 6.6		Device	1	0	0	-1		
Desktop		ABBYY	FineReader for ScanSnap 11		Device	3	0	0	-3		
Desktop		ABBYY	FineReader for ScanSnap 4.1		Device	5	0	0	-5		
Unspecified		Acrossoft	PPT to Video Pro 3.2		Device	1	0	0	-1		
Virtual Server		Acronis	Backup & Recovery Agent 1	25/02/2016	Device	1	0	0	-1		
Virtual Server		Acronis	Backup & Recovery Agent 1		Device	4	0	0	-4		
Virtual Server		Acronis	Backup & Recovery Agent R	25/02/2016	Device	1	0	0	-1		
Virtual Server		Acronis	Backup & Recovery Agent R		Device	2	0	0	-2		
Unspecified		Active Data Recov	Active@Boot Disk Creator 5		Device	1	0	0	-1		
Server		Active Data Recov	Active@Boot Disk Creator 5		Device	1	0	0	-1		
Unspecified		Active Database Sc	FlySpeed SQL Query 3.1		Device	1	0	0	-1		
Unspecified		Active Database Sc	FlySpeed SQL Query 3.2		Device	1	0	0	-1		
Desktop		Active Database Sc	FlySpeed SQL Query 3.3		Device	1	0	0	-1		
Desktop		Active Database Sc	FlySpeed SQL Query 3.5		Device	1	0	0	-1		
Desktop		Active Database Sc	FlySpeed SQL Query 3.5		Device	1	0	0	-1		
Desktop		ActivIdentity	ActivClient 6.2		Device	1	0	0	-1		
Desktop		Adept SQL Tools	AdeptSQL Diff 1.9	03/12/2005	Device	7	0	0	-7		
Desktop		Adept SQL Tools	AdeptSQL Diff 1.9	03/12/2005	Device	5	0	0	-5		
Desktop		Adersoft	Visual6 5.4		Device	1	0	0	-1		
Virtual Server		AdiLib	Express 4.11		Device	1	0	0	-1		
Virtual Server		AdiLib	eXpress Server 4.1		Device	1	0	0	-1		
Virtual Server		Admin Arsenal Cor	PDQ Inventory 7.2		Device	1	0	0	-1		
Unspecified		AdiLib	3D Review 9.0		Device	5	0	0	-5		

Additional [tasks](#) are available to help manage this process.

Unmanaged Software

This area acts as a quarantine space for software titles where it has not been determined where they should be managed. Review the unmanaged software after committing the software usage from the [assets](#) workspace. Accept or promote products that are to be managed, and leave unauthorized software in this section. During this review, you can:

- [Accept](#) - if this task is selected, then you have agreed to manage the compliance of the associated usage. When selected, the software usage is moved to managed software.
- [Promote](#) if this task is selected, then you have requested the associated usage be managed by a parent business unit. When selected, the software usage is moved to my promotions.
- Do Nothing - if you do nothing, then the software usage remains in unmanaged software and therefore the compliance will not be managed. It is recommended that unmanaged software is continued to be reviewed and products that are not accepted should be uninstalled from the estate.

Managed Software

This feature lists all the software usage that is managed by the business unit. Within this tab, you are able to manage compliance for the business unit. Software usage can be allocated to licenses held in the license records workspace.

To determine which device has a given product installed, double click the product and select show devices. For more information on what has been allocated and to manage downgrade rights, select the allocations tab.

My Promotions

This feature allows the manager of the business unit to view software usage promoted to a parent business unit for management. This is the opposite view to the **Unit Requests** tab. This allows the business unit manager to monitor and act on their requests, they can:

- [Abort](#) requests that have not been addressed by the parent business unit. If this task is selected, the software usage is returned to the unmanaged software tab.
- [Acknowledge](#) requests that have been rejected by the parent business unit. If this task is selected, the software usage is returned to the unmanaged software tab.

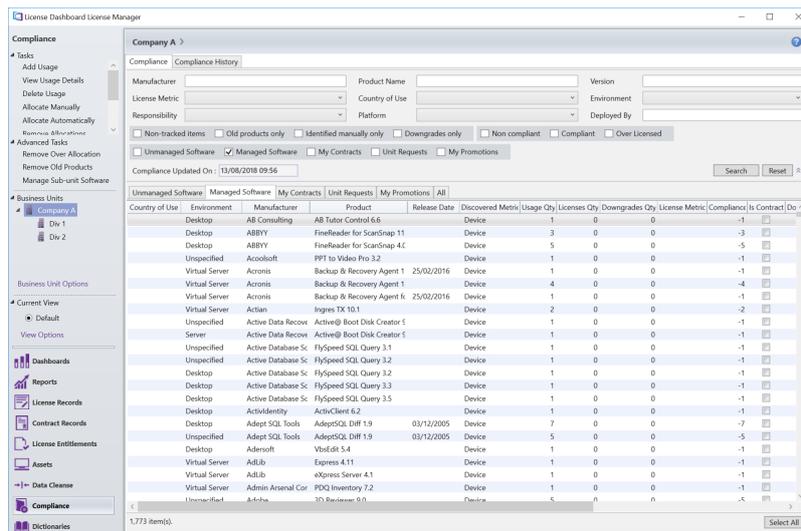
Unit Requests

This feature lists all of the requests from child business units for the parent business unit to manage software usage for a particular product. This allows the parent business unit manager to act on requests from its child business units. They can:

- [Accept](#) requests to take responsibility for managing the software usage. If this task is selected, the software usage is moved to the managed software tab.
- [Decline](#) requests to make the child business unit responsible for managing the software usage.

Separate Blue Contracts - Separate

This mode features additional tabs to help break down managed software usage by contract and non-contract license allocations.



My Contracts

This tab lists all the software usage that you have accepted to manage and has contract entitlement allocated. Within this tab, you are able to manage compliance for the business unit. Software usage can be allocated to licenses held in the license records workspace.

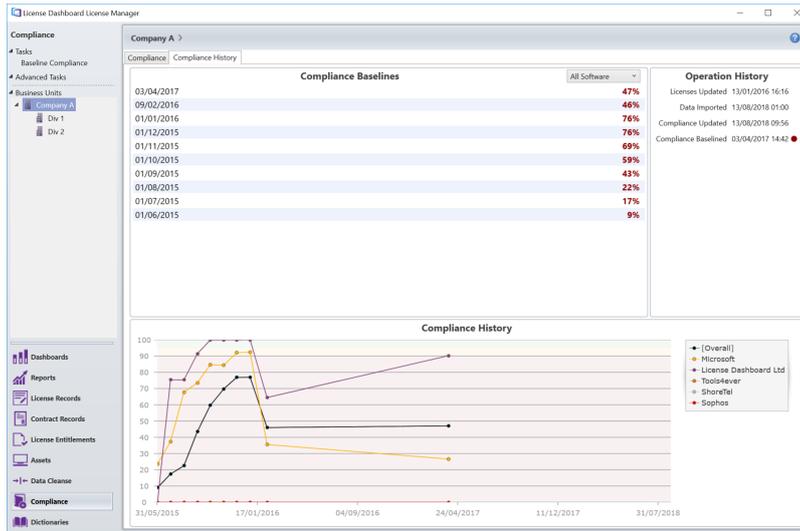
To determine which device has a given product installed, double click the product and select show devices. For more information on what has been allocated and to manage downgrade rights, select the Allocations tab.

All

This tab lists a combination of the software usage in both the managed software tab and the my contracts tab.

Compliance History Tab

The compliance history tab displays an overview of the live and historical compliance data for your organization. This is an overview of the root business unit combined with every child unit.



The compliance history is defined by compliance baselines. Once install data has been allocated to licenses to achieve a sufficient compliance level, a baseline can be set to record the compliance at that time. Over time, the compliance baselines build up and show a history of the compliance for your organization.

The [Baseline compliance](#) task is used to set a new compliance baseline after the software usage management and license allocation process is complete.

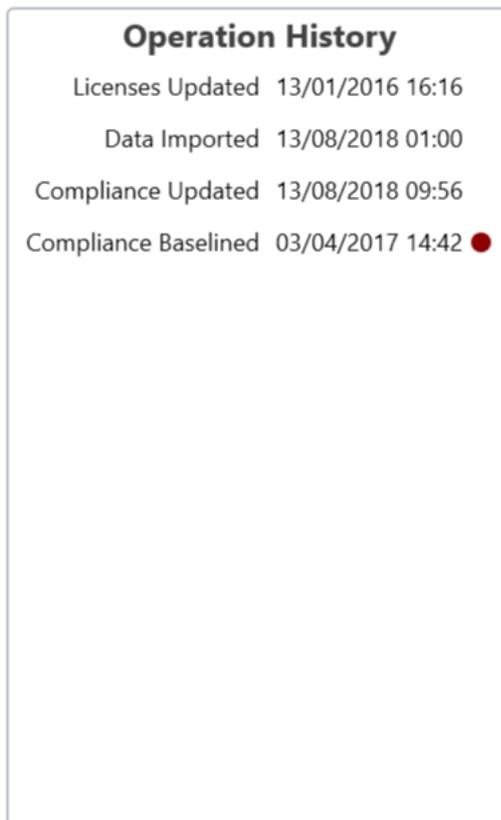
The compliance baselines shows each baseline that has been created for your organization

Baseline Date	Compliance Percentage
1/1/2016 00:00	76%
12/1/2015 00:00	76%
11/1/2015 00:00	69%
10/1/2015 00:00	59%
9/1/2015 00:00	43%
8/1/2015 00:00	22%
7/1/2015 00:00	17%
6/1/2015 00:00	9%

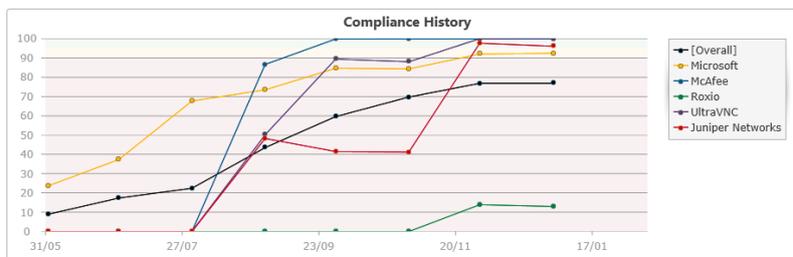
The filter in the top left corner shows what part of the data set the displayed values apply to.

- Select a filter to show the data for different parts of the data set. There are three options:
 - Select **All Software** to show the compliance history values for all software usage in your database
 - Select **Finalized only** to show the compliance history values for only the software usage that has been finalized
- Select a baseline and click **Delete** to delete it.

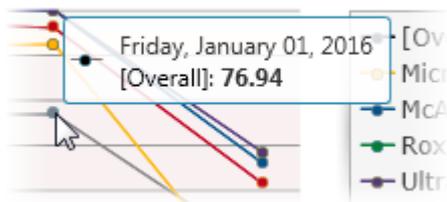
The operation history shows details of the latest major operations in the compliance workspace



The compliance history chart shows the changes to the compliance level for the most used software manufacturers by your organization, over a period of time.



- Hover the mouse over any point on the chart to show the compliance detail for a manufacture at that point in time:



- Click on any point to generate the [compliance history - compliance history](#) report for that manufacturer at that baseline.

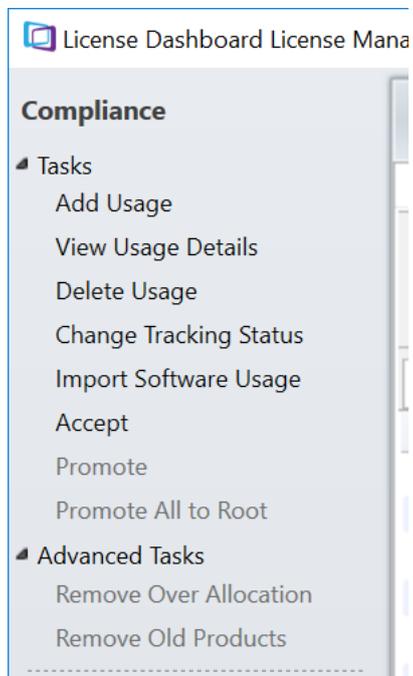
Compliance Tasks

There are multiple tasks in the compliance workspace. Each tab and sub tab in the workspace has a different set of tasks. The tasks list changes to show the tasks that can be performed in the open sub tab.

Compliance Tab

Each sub tab in the compliance tab has a different set of tasks

Unmanaged Software tasks



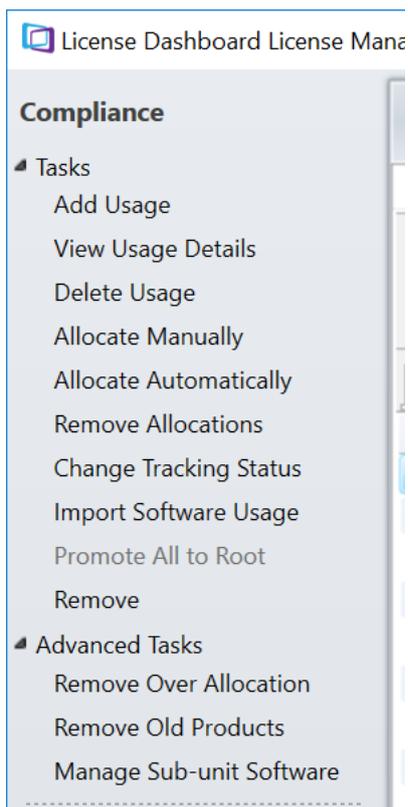
There are eight main unmanaged software tasks.

- The [Add Usage](#) task allows you to add new software usage details.
- The [View Usage Details](#) task allows you to view and edit software usage.
- The [Delete Usage](#) task allows you to delete software usage details.
- The [Change Tracking Status](#) task allows you to set whether License Manager tracks a product or not.
- The [Import Software Usage](#) task allows you to import a software usage .XML file.
- The [Accept](#) task allows you to accept responsibility for managing an installed product.
- The [Promote](#) task allows you to promote software usage to a parent business unit.
- The [Promote All To Root](#) task allows you to promote all software usage to the top level business unit.

There are two advanced unmanaged software tasks.

- The [Remove Over Allocation](#) task allows you to unregister licenses that are not accounted for in software usage.
- The [Remove Old Products](#) task allows you to remove products that have zero software usage from the compliance workspace.

Managed Software tasks



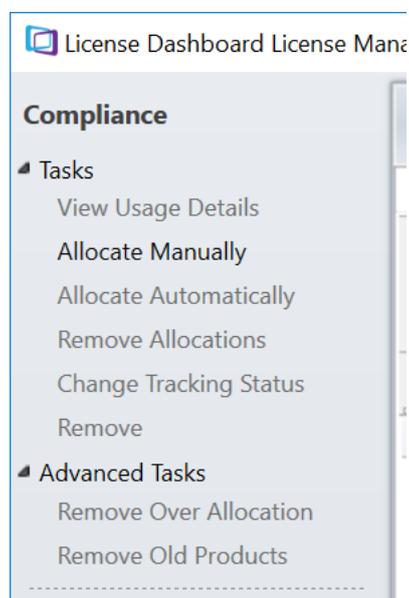
There are ten main managed software tasks.

- The [Add Usage](#) task allows you to add new software usage details.
- The [View Usage Details](#) task allows you to view and edit software usage.
- The [Delete Usage](#) task allows you to delete software usage details.
- The [Allocate Manually](#) task allows you to manually allocate licenses to software usage.
- The [Allocate Automatically](#) task allows you to automatically allocate licenses to software usage.
- The [Remove Allocations](#) task allows you to remove licenses currently allocated to software usage.
- The [Change Tracking Status](#) task allows you to set whether License Manager tracks a product or not.
- The [Import Software Usage](#) task allows you to import a software usage .XML file.
- The [Promote All To Root](#) task allows you to promote all software usage to the top level business unit.
- The [Remove](#) task allows you to remove a product from the list.

There are three advanced managed software tasks.

- The [Remove Over Allocation](#) task allows you to unregister licenses that are not accounted for in software usage.
- The [Remove Old Products](#) task allows you to remove products that have zero software usage from the compliance workspace.
- The [Manage Sub-unit Software](#) task allows you to manage software usage for child business units.

My Contracts tasks



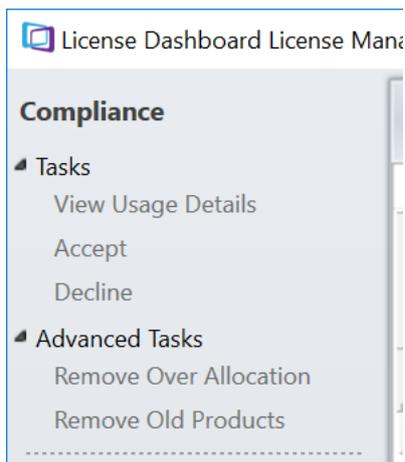
There are six main my contract tasks.

- The [View Usage Details](#) task allows you to view and edit software usage.
- The [Allocate Manually](#) task allows you to manually allocate licenses to software usage.
- The [Allocate Automatically](#) task allows you to automatically allocate licenses to software usage.
- The [Remove Allocations](#) task allows you to remove licenses currently allocated to software usage.
- The [Change Tracking Status](#) task allows you to set whether License Manager tracks a product or not.
- The [Remove](#) task allows you to remove a product from the list.

There are two advanced my contracts tasks.

- The [Remove Over Allocation](#) task allows you to unregister licenses that are not accounted for in software usage.
- The [Remove Old Products](#) task allows you to remove products that have zero software usage from the compliance workspace.

Unit Requests tasks



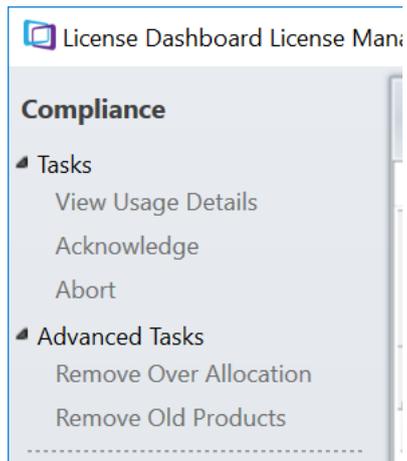
There are three main unit requests tasks.

- The [View Usage Details](#) task allows you to view and edit software usage.
- The [Accept](#) task allows you to accept a software promotion from a child business unit.
- The [Decline](#) task allows you to decline a software promotion from a child business unit.

There are two advanced unit requests tasks.

- The [Remove Over Allocation](#) task allows you to unregister licenses that are not accounted for in software usage.
- The [Remove Old Products](#) task allows you to remove products that have zero software usage from the compliance workspace.

My Promotions tasks



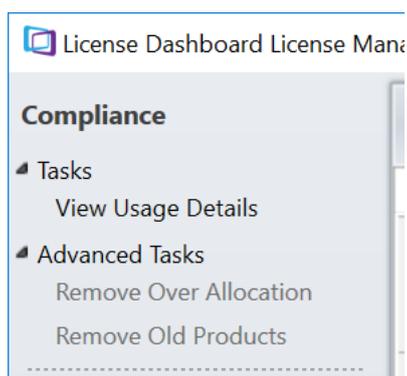
There are two main my promotions tasks.

- The [View Usage Details](#) task allows you to view and edit software usage.
- The [Acknowledge](#) task allows you to acknowledge a promote software usage request that has been declined by the parent business unit.
- The [Abort](#) task allows you to abort a request to promote software usage.

There are two advanced my promotions tasks.

- The [Remove Over Allocation](#) task allows you to unregister licenses that are not accounted for in software usage.
- The [Remove Old Products](#) task allows you to remove products that have zero software usage from the compliance workspace.

All tasks



There is one main task in the all tab.

- The [View Usage Details](#) task allows you to view and edit software usage.

There are two advanced All tasks.

- The [Remove Over Allocation](#) task allows you to unregister licenses that are not accounted for in software usage.
- The [Remove Old Products](#) task allows you to remove products that have zero software usage from the compliance workspace.

Compliance History Tasks



There is one main task in the compliance history tab

- The [Baseline Compliance task](#) allows you to create a baseline from the current compliance level

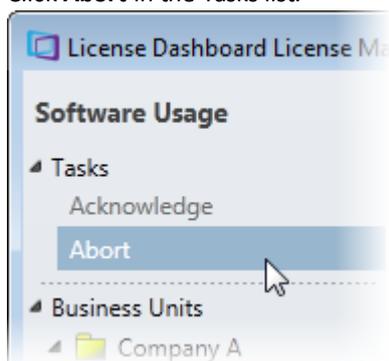
Abort

The Abort task allows you to abort a promote software usage request. This task can only be performed in the My Promotions tab.

- Software Usage in the My Promotions tab has been [Promoted](#) by the Business Unit.

Please Note: This task is only used in the advanced application setting. Please refer to the [Application Settings](#) help page for further details.

1. Select the promotion request to abort.
2. Click **Abort** in the Tasks list.



- The software usage is moved from the My Promotions tab to the Unmanaged Software tab of the Business Unit.
- The software usage is removed from the Unit Requests tab of the parent Business Unit.

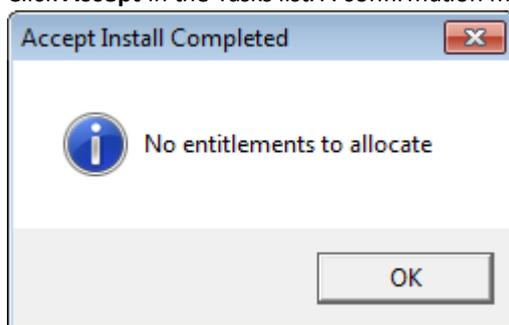
Accept

The Accept task allows a Business Unit to accept responsibility for the management of software usage. This task can only be performed in the Unit Requests and Unmanaged Software tabs.

- Software Usage in the Unmanaged Software tab has been installed on a device in the selected Business Unit. It is not yet managed in License Manager.
- Software Usage in the Unit Requests tab has been [Promoted](#) by a child Business Unit.

Please Note: This task is only used in the advanced application setting. Please refer to the [Application Settings](#) help page for further details.

1. Select the software usage to accept responsibility for.
2. Click **Accept** in the Tasks list. A confirmation message is displayed.



3. Click **OK**.
 - Management of the software usage is accepted by the Business Unit. It added to the My Contracts or Managed Software tab for the selected Business Unit.
 - Promoted software usage will remain in the Unit Requests tab for the parent Business Unit with a status of accepted. It remain in the My Promotions tab for the child Business Unit with a status of accepted.

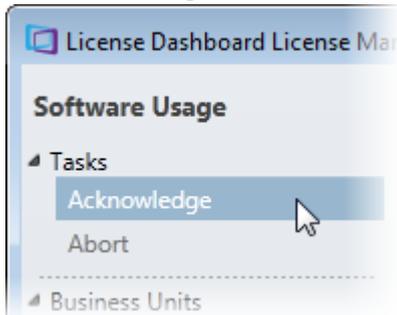
Acknowledge

The Acknowledge task allows you to acknowledge a request that has been rejected by the parent Business Unit. This task can only be performed in the My Promotions tab.

- Rejected Software Usage in the My Promotions tab has been [Promoted](#) by the Business Unit and [Declined](#) by the parent Business Unit.

Please Note: This task is only used in the advanced application setting. Please refer to the [Application Settings](#) help page for further details.

1. Select the rejected promotion request(s) to acknowledge.
2. Click **Acknowledge** in the Tasks list.

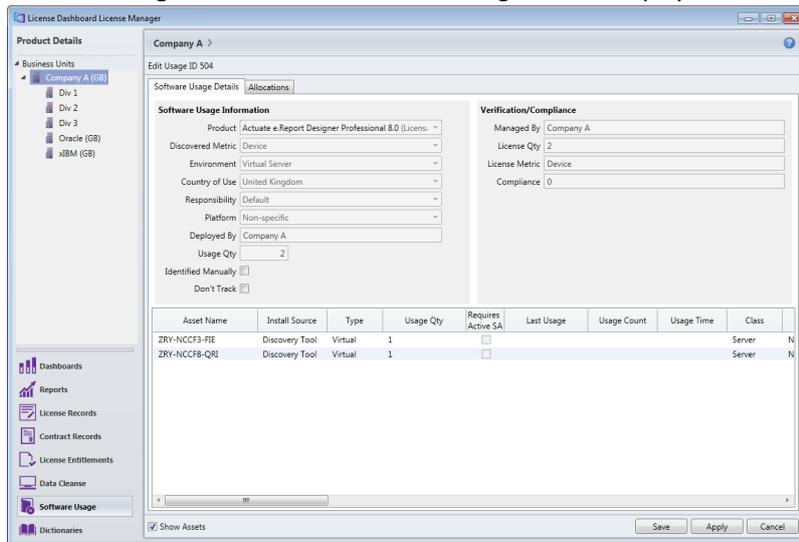


- The software usage is moved from the My Promotions tab to the Unmanaged Software tab in the Business Unit.
- The software usage is removed from the Unit Requests tab in the parent Business Unit.

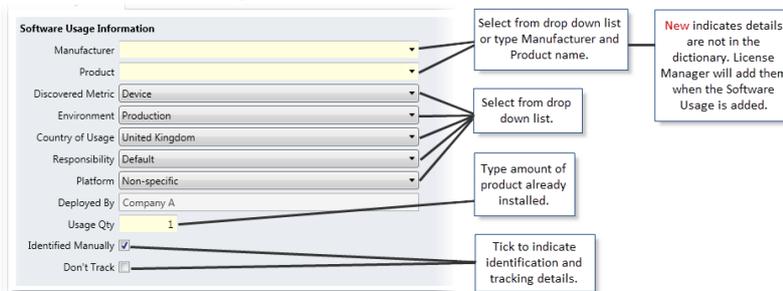
Add Usage

The Add Usage task allows you to add manually discovered product usage details to the Unmanaged Software and Managed Software tabs.

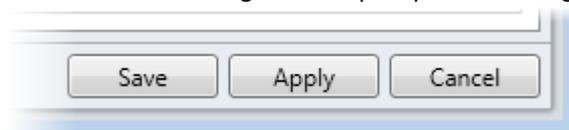
1. Select the Business Unit the software usage belongs to.
2. Click **Add Usage** in the Tasks list. The Add Usage form is displayed.



3. Input product and usage details.



4. Click **Save** to add the software usage and return to the Compliance workspace. Click **Apply** to add the Software Usage and keep it open for editing.



The new Software Usage details are added to the Unmanaged Software tab.

Allocate Automatically

The Allocate Automatically task allows you to automatically allocate licenses to software usage.

1. Select the product to allocate licenses to.
2. Click **Allocate Automatically** in the Tasks List. The Allocate Entitlement Automatically window is displayed.

Allocate Entitlement Automatically

Allocation Strategy

- Allocate with downgrades a priority
- Allocate with exact version a priority
- Allocate exact product version only

Allocation Restrictions

- Exactly match Country of Use
- Exactly match Environment
- Exactly match Platform

Items to allocate

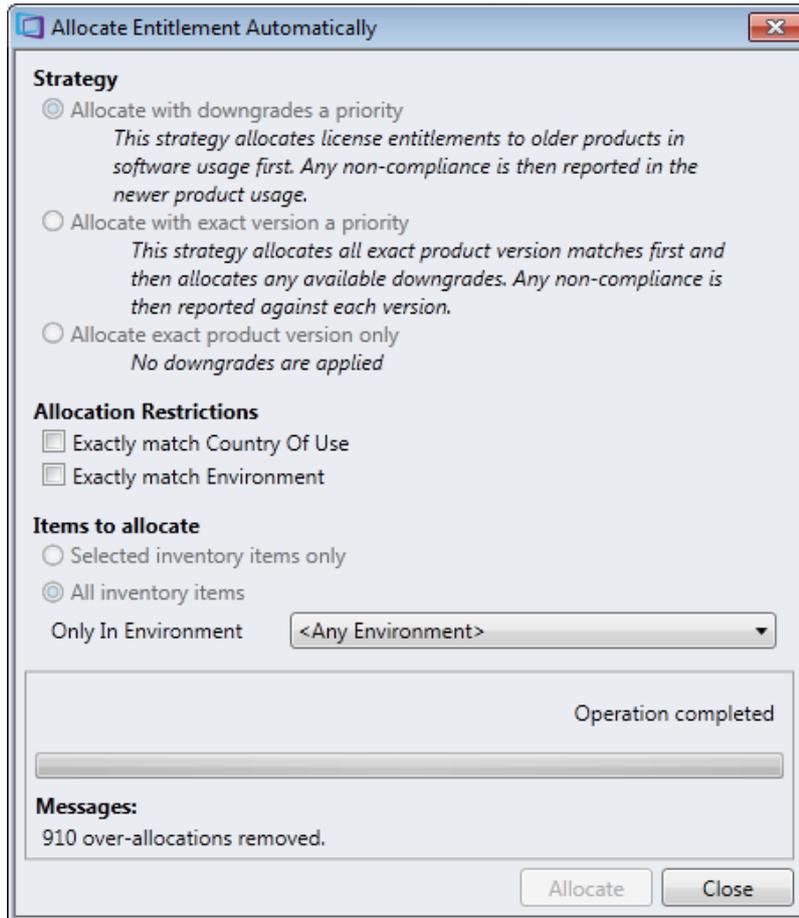
- Selected software usage only
- All software usage

Only In Environment

Allocate **Close**

3. Set a Strategy for allocating entitlement.
4. Set any Allocation Restrictions for allocating entitlement.
 - You can match Software Usage to Licenses with the same Country of Use.
 - You can match Software Usage to Licenses with the same Environment.
 - You can match Software Usage to Licenses with the same Platform.
5. Set Items to allocate.
 - Select whether to allocate the selected or all inventory items.
 - You can set items to allocate for a specific Environment only.

- Click **Allocate**. A confirmation message is displayed.

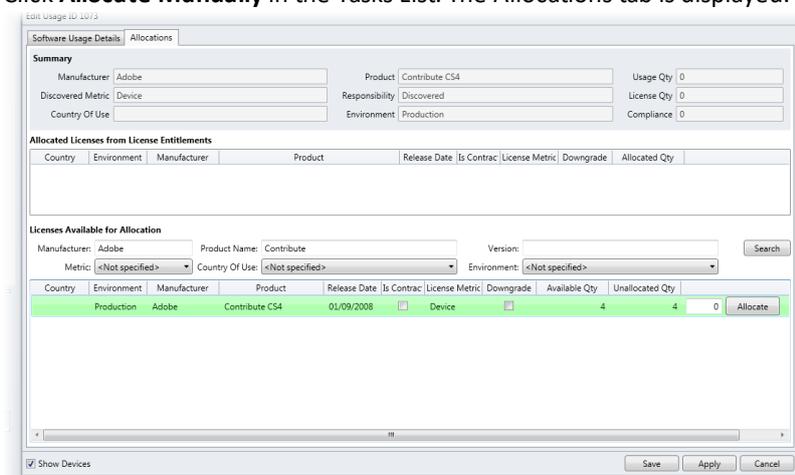


- Click **Close**. License entitlement has now been allocated to usage.

Allocate Manually

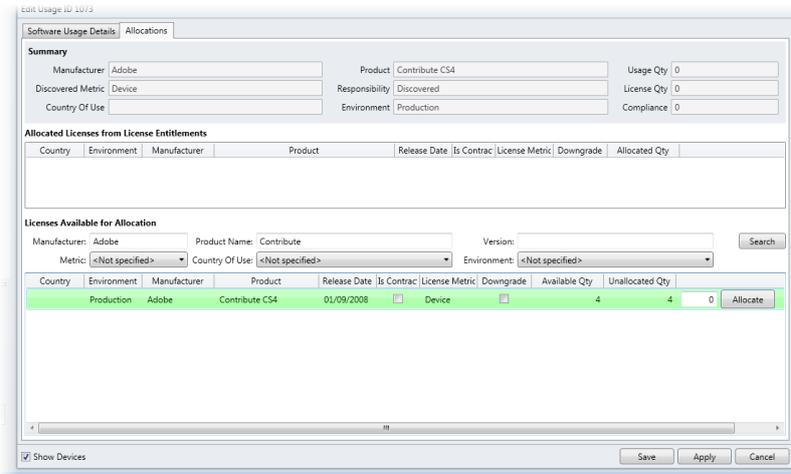
The Allocate Manually task allows you to manually allocate licenses to software usage.

- Select the product to allocate licenses to.
- Click **Allocate Manually** in the Tasks List. The Allocations tab is displayed.



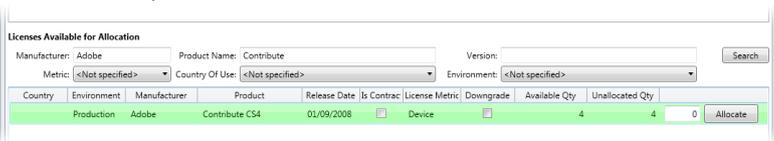
The Allocations Tab

The Allocations tab displays a breakdown of a product's usage and the licenses allocated to it.



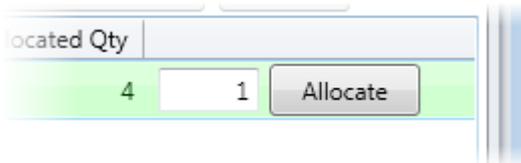
How to Allocate Licenses to Usage

1. Use the search pane to search for licenses.

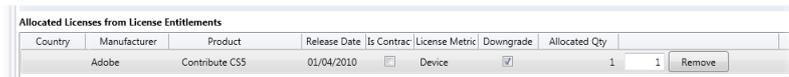


Available licenses are displayed in green in the table. The Available Qty column shows how many can be allocated to usage.

2. Type the quantity of available licenses you want to allocate to the usage.
3. Click **Allocate**.



The license is allocated to usage and displays in the Allocated Licenses from License Entitlement field.



- Click **Save** to save the change to the usage details and return to the Compliance workspace.
- Click **Apply** to save the change to the usage details and remain in the View Usage Details task.

How to Remove Allocated Licenses

1. Select the license you want to remove.

Allocated Licenses from License Entitlements							
Country	Manufacturer	Product	Release Date	Is Contract	License Metric	Downgrade	Allocated Qty
	Adobe	Contribute CSS	01/04/2010	<input type="checkbox"/>	Device	<input checked="" type="checkbox"/>	1

2. Type the quantity of licenses you want to remove.
3. Click **Remove**.

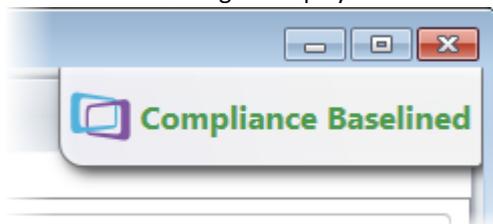
Allocated Qty	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="button" value="Remove"/>
---------------	--------------------------------	--------------------------------	---------------------------------------

- Click **Save** to save the change to the usage details and return to the Compliance workspace.
- Click **Apply** to save the change to the usage details and remain in the View Usage Details task.

Baseline Compliance

The baseline compliance task allows you to create a new compliance baseline using the current compliance details in License Manager.

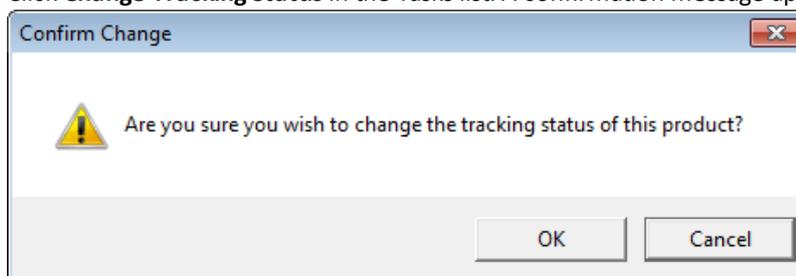
1. Click **Baseline Compliance** in the tasks list. A new compliance baseline is saved and a confirmation message is displayed



Change Tracking Status

The Change Tracking Status allows you set whether License Manager tracks a product or not. This can only be changed in the Unmanaged Software, Managed Software and My Contracts tabs.

1. Select the product you want to change.
2. Click **Change Tracking Status** in the Tasks list. A confirmation message appears.



3. Click **OK**. The tracking status has been changed.

This will remove the item from the list you are currently viewing. Please refer to the [How to Organize the Compliance Workspace](#) help page for details of how to filter and search the lists.

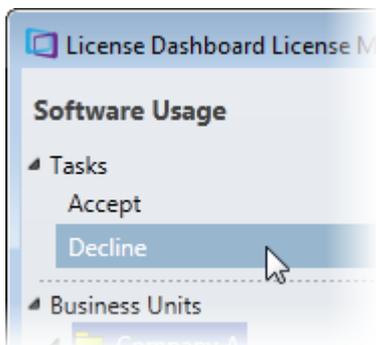
Decline

The Decline task allows you to decline a request to manage software usage. This can only be performed in the Unit Requests tab.

- Software Usage in the Unit Requests tab has been [Promoted](#) by a child Business Unit.

Please Note: This task is only used in the advanced application setting. Please refer to the [Application Settings](#) help page for further details.

1. Select the promoted product(s) to decline.
2. Click **Decline** in the Tasks list.

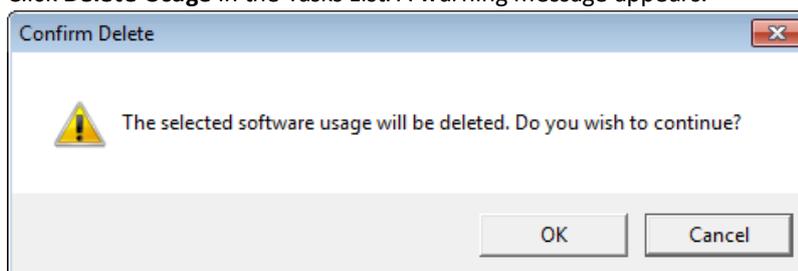


- Management of the software usage is declined by the Business Unit. It remains in the Unit Requests list with a status of Rejected. It is removed from the list when the child Business Unit [Acknowledges](#) the Declined request.
- Declined software usage will remain in the My Promotions tab for the child Business Unit with a status of rejected.

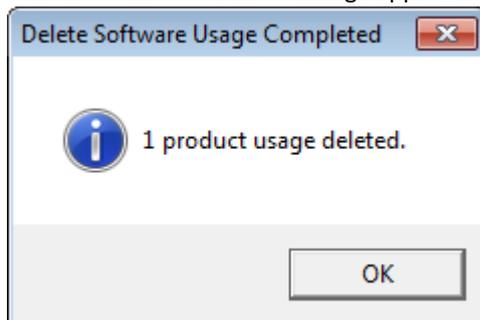
Delete Usage

The Delete Usage task allows you to delete Software Usage details from the workspace. This task can only be performed in the Unmanaged Software and Managed Software tabs.

1. Select the product usage you want to delete.
2. Click **Delete Usage** in the Tasks List. A warning message appears.



3. Click **OK**. A confirmation message appears.



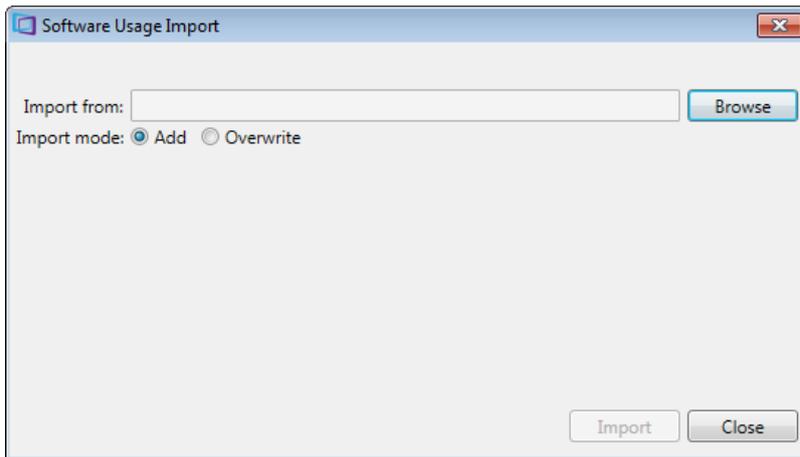
4. Click **OK**. The product usage has now been deleted.

Import Software Usage

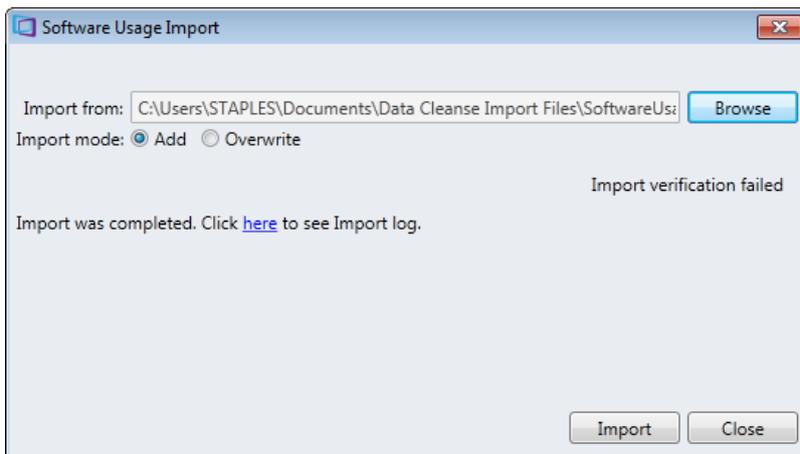
The Import Software Usage task allows you to import software usage data from a .XML License Dashboard Software Usage template file. This task can only be performed in the Unmanaged Software and Managed Software tabs. Please also refer to the [Commit to Software Usage](#) task in the [Data Cleanse](#) help pages.

*Please note, the **License Dashboard Software Usage.xlsx** template is provided with the License Manager install files. This can be found in C:\Programs Files\License Dashboard\License Manager\Templates or C:\Programs Files (x86)\License Dashboard\License Manager\Templates. Use this template to import software usage data into License Manager. Open the Excel file, complete the required fields and save it as a .XML file to import into License Manager.*

1. Click **Import Software Usage** in the Tasks list. The Software Usage Import window is displayed.



2. Click **Browse**.
3. Navigate to where the document is stored. Select it and click **Open**.
4. Select the Import mode.
 - Select **Add** to add the import to the current Software Usage data.
 - Select **Overwrite** to replace the current data.
5. Click **Import**. A confirmation message is displayed.

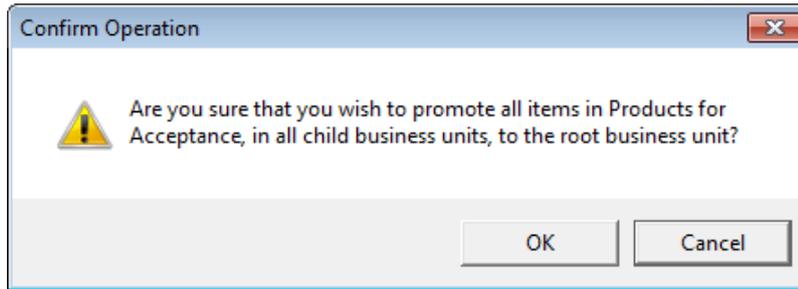


6. Click **OK**. The Software Usage has been imported.

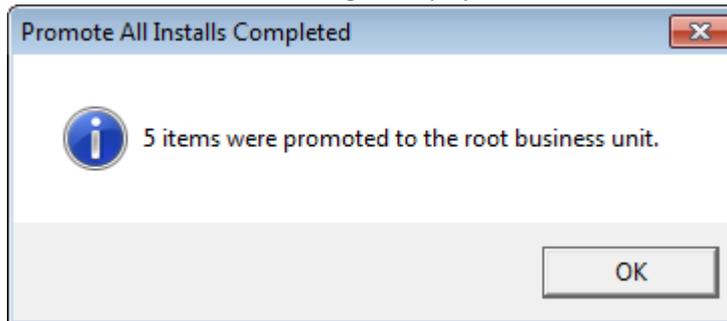
Promote All To Root

The Promote All to Root task allows you to promote and accept the management of all software in every child Business Unit in the top level Business Unit. This task can only be performed in the Unmanaged Software and Managed Software tabs.

1. Click **Promote All to Root** in the Tasks list. A confirmation message is displayed.



2. Click **OK**. A confirmation message is displayed.



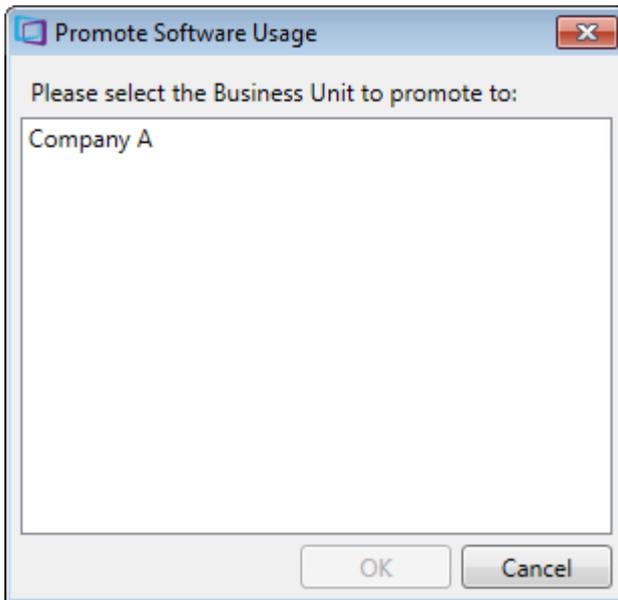
3. Click **OK**.
 - All software usage is promoted. It is moved from the Unmanaged Software tabs to the My Promotions tabs in each child Business Unit.
 - The software usage will appear in Unit Requests tab of the top level parent Business Unit. The default status is accepted.
 - The software usage will appear in the managed software tab in the top level Business Unit. It is highlighted in blue.

Promote

The Promote task allows you to promote the management of Unmanaged Software to a parent Business Unit.

Please Note: This task is only used in the advanced application setting. Please refer to the [Application Settings](#) help page for further details.

1. Select the product(s) to promote.
2. Click **Promote** in the Tasks list. The Promote Software Usage window is displayed.

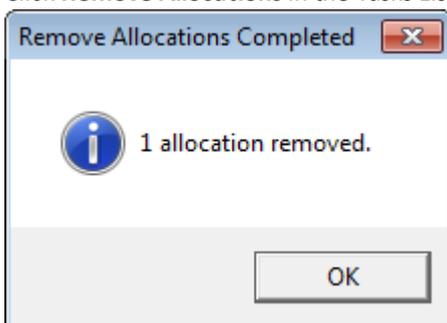


3. Select the Business Unit that will manage the promoted products.
4. Click **OK**.
 - The software usage is promoted. It is moved from the Unmanaged Software tab to the My Promotions tab for the Business Unit.
 - The software usage will appear in Unit Requests tab of the selected parent Business Unit. The status is Pending until the parent Business Unit [Accepts](#) the request.

Remove Allocations

The Remove Allocations task allows you to remove licenses currently allocated to software usage.

1. Select the product to remove its allocated licenses.
2. Click **Remove Allocations** in the Tasks List. A confirmation message is displayed.

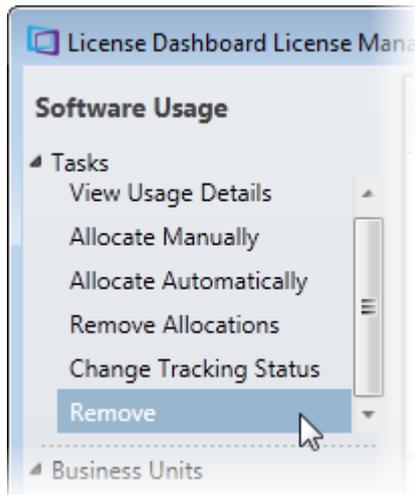


3. Click **OK**. All licenses allocated to the product usage are removed.

Remove

The Remove task allows you to remove a product from the Managed Software or My Contracts tab.

1. Select the product to remove.
2. Click **Remove** in the Tasks List.



The product usage details are removed and sent to the Unmanaged Software tab.

View Usage Details

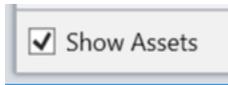
The View Usage Details task allows you to view and edit the details of any Software Usage details in the Managed Software or My Contracts tabs.

Select the product and click **View Usage Details** in the Tasks list. Alternatively, double-click on a product in the workspace to view it.

You can only adjust the usage details of products that are identified manually. Please refer to the [Add Usage](#) help page for an overview of the software usage details tab.

- Click **Save** to save any changes and return to the compliance workspace.
- Click **Apply** to save any changes and remain in the View Usage Details task.

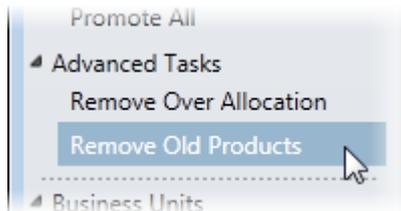
Tick **Show Devices** to display the devices with the product installed.



Remove Old Products

The Remove Old Products task allows you to remove products that have zero Software Usage from the Compliance workspace. This task will also unregister licenses that are not accounted for in software usage. *For example, an audit run may reveal that Sharepoint Designer has been removed from 10 devices in your organization. Use the Remove Over Allocation task to unregister these licenses and make them available for install on another device.*

1. Click **Remove Old Products** in the Advanced Tasks list.

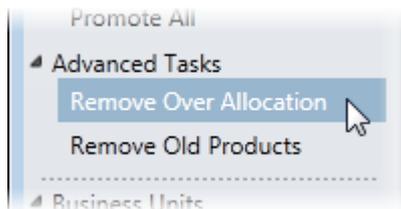


All products with zero Software Usage are removed from the Compliance workspace. All registered licenses that are not accounted for in software usage have been unregistered.

Remove Over Allocation

The Remove Over Allocation task allows you to unregister licenses that are not accounted for in software usage. *For example, an audit run may reveal that Sharepoint Designer has been removed from 10 devices in your organization. Use the Remove Over Allocation task to unregister these licenses and make them available for install on another device.*

1. Click **Remove Over Allocation** in the Advanced Tasks list.



All registered licenses that are not accounted for in software usage have been unregistered.

Manage Sub-unit Software

The manage sub-unit software task allows you to manage software usage for child business units. This task can only be performed in the managed software tab.

1. Click **Manage Sub-unit Software** in the advanced tasks list. The manage sub-unit software window is displayed.

Software usage in all of the business units below the selected unit will be promoted and automatically accepted based on the promotion strategy specified below.

Options

Promotion Mode

- Accept all software
- Managed vendors only
- Managed products only

Promotion Strategy

- Accept in current business unit
- Accept in root business unit
- Accept in deployed business unit
- Accept at specific level

0 - Company A

Override existing promotions

Auto-allocate licenses Options ^

Allocation Strategy

- Allocate with downgrades a priority
- Allocate with exact version a priority
- Allocate exact product version only

Allocation Restrictions

- Exactly match Country of Use
- Exactly match Environment
- Exactly match Platform

Promote Close

2. Select the promotion mode and you want to apply.
 - Select **Accept all software** to automatically accept all software for management in the compliance workspace
 - Select **Managed vendors only** to automatically accept software for management in the compliance workspace if it is from managed vendors only
 - Select **Managed products only** to automatically accept software for management in the compliance workspace if it is managed products only

3. Select the promotion strategy you want to apply.
 - Select **Accept in root business unit** to promote the committed software usage to the top level Business Unit for management. All promoted software is accepted to the managed software tab in the top level Business Unit.
 - Select **Accept in deployed business unit** to accept committed software usage for management in the Business Unit it is deployed in. Software usage is accepted to the managed software tab in the deployed Business Unit.
 - Select **Accept at specific level** to accept committed software usage for management in a specific parent Business Unit. Unmanaged Software in all child business units of the selected business unit will be accepted. All promoted software is accepted to the managed software tab in the selected Business Unit.
 - Tick **Override existing promotions** to override any existing promotion details for existing software in the compliance workspace

3. Tick **Auto-allocate licenses** to automatically allocate licenses to the accepted software usage. Select an allocation strategy and any allocation restrictions.
 - Select **Allocate with downgrades a priority** to allocate the oldest software usage to available licenses first. All remaining unallocated licenses will be allocated if possible.
 - Select **Allocate with exact version a priority** to allocate software usage to exact licenses first. All remaining unallocated licenses will be allocated if possible.
 - Select **Allocate exact product version only** to only allocate software usage to licenses that match the product version. No downgrades will be applied.
 - Tick **Exactly match Country of Use** to only allocate software usage to licenses that match the Country of Use.
 - Tick **Exactly match Environment** to only allocate software usage to licenses that match the Environment.

4. Click **Promote**. A confirmation message is displayed.

Software usage in all of the business units below the selected unit will be promoted and automatically accepted based on the promotion strategy specified below.

Options

Promotion Mode

- Accept all software
- Managed vendors only
- Managed products only

Promotion Strategy

- Accept in current business unit
- Accept in root business unit
- Accept in deployed business unit
- Accept at specific level

0 - Company A

Override existing promotions

Auto-allocate licenses *Options* ^

Allocation Strategy

- Allocate with downgrades a priority
- Allocate with exact version a priority
- Allocate exact product version only

Allocation Restrictions

- Exactly match Country of Use
- Exactly match Environment
- Exactly match Platform

Operation completed

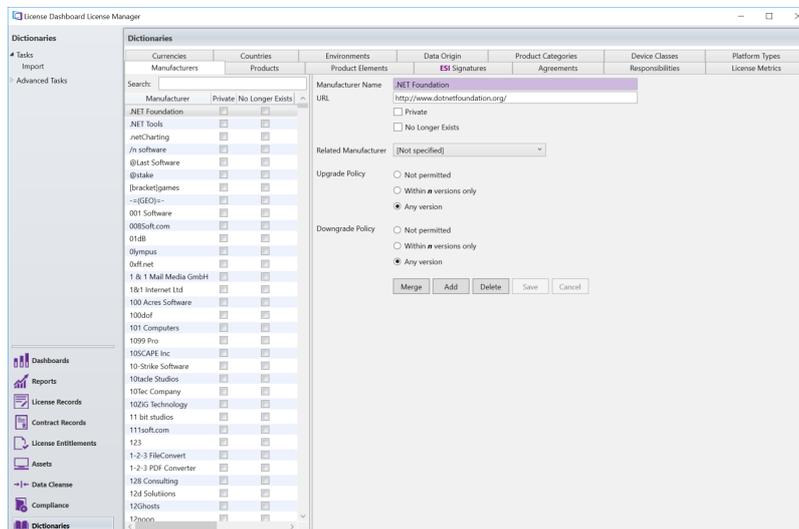
Messages:

No entitlements to allocate

5. Click **Close**.

DICTIONARIES

Dictionaries populate drop-down boxes throughout License Manager. They ensure that there is a standard naming convention for Manufacturers, Products and Licenses.



When License Manager is first installed, you must add the most recent copy of the Dictionary before you attempt to use the software. If you do not, you will find that the drop-down boxes throughout the application will be blank. See the [Import](#) task help page for more information.

It is also important to ensure that the product recognition dictionaries within License Manager are kept up to date. License Dashboard Ltd. update dictionaries on a daily basis. These are available to download from the [License Dashboard website](#). They can be imported using the Import task within the Dictionary workspace. For more information, please see the [Dictionaries Tasks](#) topic.

You can add, edit or delete dictionary definitions within each Dictionary. You can also add new Dictionary definitions when adding items in the following workspaces:

- [License Records](#).
- [Contract Records](#).
- [License Entitlements](#) .
- [Software Usage](#).

The word **NEW** appears to indicate that a new definition will be added to the Dictionary when an item is saved.

Types of Dictionary

There are fourteen dictionaries.

- [Manufacturers Dictionary](#)
- [Products Dictionary](#)
- [Product Elements Dictionary](#)
- [Agreements Dictionary](#)
- [ESI Signatures Dictionary](#)
- [Agreements Dictionary](#)
- [Responsibilities Dictionary](#)
- [License Metrics Dictionary](#)
- [Currencies Dictionary](#)
- [Countries Dictionary](#)
- [Environments Dictionary](#)
- [Install Source Dictionary](#)
- [Product Categories Dictionary](#)
- [Device Classes Dictionary](#)
- [Platform Types Dictionary](#)

Types of Dictionary

Agreements Dictionary

Once a Manufacturer has been selected in the Manufacturers Dictionary, the Agreements Dictionary pane shows all associated agreements. New agreements can be added in this pane.

Name	Agree No.	Enrol No.
Enterprise Subscription 6	7400000	9191491
Enterprise Subscription 6	9859197	8976351
Open	1107910000	11090000
Open	11244563AR	11260691
Open	112640398A	11280984
Open	112640468R	11280985
Open	112640468R	11305364
Open	11288026AS	11305365
Open	11340178AS	11359285
Open	11347979AR	11367956
Open	11918364AR	11948286
Open	12093632AR	12124489
Open	12093632AR	12482507

Manufacturer	Microsoft
Agreement Name	Enterprise Subscription 6
Agreement Number	7400000
Enrolment Number	9191491
Agreement Start	Saturday, December 1, 13
Agreement Expiry	Tuesday, December 3, 13
Country of Agreement	United Kingdom
Owner	LD Corp
Notes	
Is EA	<input checked="" type="checkbox"/>

- Click **Add** to clear the form and enter the details of a new Agreement.
- Click **Delete** to delete the selected Agreement.
- Click **Save** to save any changes to the Agreement.
- Click **Cancel** to cancel any changes to the Agreement.

Other functions:

- Tick **EA** to indicate that the agreement is an enterprise level agreement.

Countries Dictionary

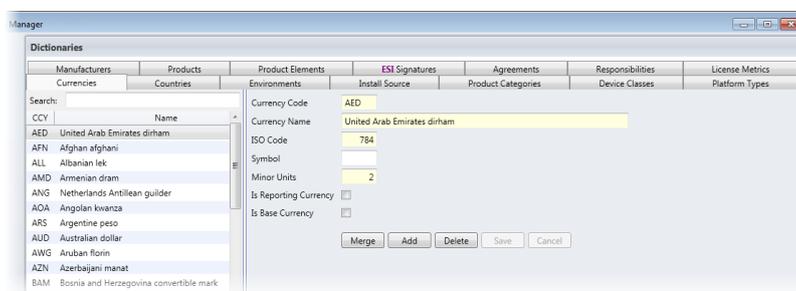
The Countries Dictionary allows you to define the countries that can be used throughout the application.



- Click **Merge** to merge multiple countries into one. This will update all entries for the merged country.
- Click **Add** to clear the form and enter the details of a new country.
- Click **Delete** to delete the selected country.
- Click **Save** to save any changes to the selected country.
- Click **Cancel** to cancel any changes to the selected country.

Currencies Dictionary

The Currencies Dictionary allows you to define additional currencies that can be used throughout the application.



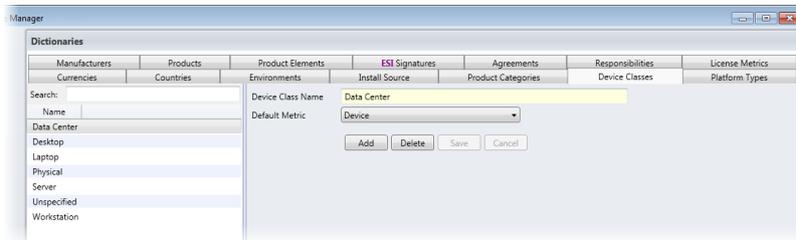
- Click **Merge** to merge multiple currencies into one. This will update all entries for the merged currency.
- Click **Add** to clear the form and enter the details of a new currency.
- Click **Delete** to delete the selected currency.
- Click **Save** to save any changes to the selected currency.
- Click **Cancel** to cancel any changes to the selected currency.

Other functions:

- Tick **Is Reporting Currency** to indicate that the currency is used in the reports.
- Tick **Is Base Currency** to indicate that the currency is used as a base currency.

Device Classes Dictionary

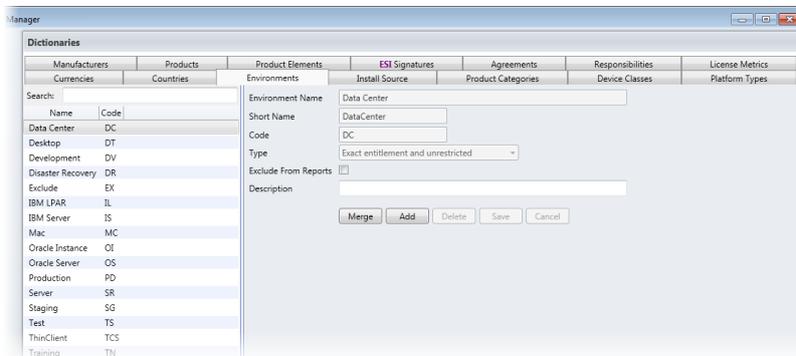
The Device Classes Dictionary allows you to define the classes that can be assigned to devices.



- Click **Add** to clear the form and enter a new class.
- Click **Delete** to delete the selected class.
- Click **Save** to save any changes to the selected class.
- Click **Cancel** to cancel any changes to the selected class.

Environments Dictionary

The Environments Dictionary allows you to define the environments that apply to the devices in your organization.



The Type field shows the restrictions that apply to an environment. This field helps to control how license entitlement is allocated to software usage.

For example, a SQL Server on a development device could be allocated a full license, but would actually need to be allocated an MSDN license. By creating a Development environment with an Exact Match restriction, the license entitlement would be correctly matched to the software usage.

There are five options in the Type field.

- Exact entitlement and unrestricted.
- Exact Match only.
- Exclude from match.
- Exclude from registration.
- Unrestricted.

Further dictionary options are available in the buttons below.

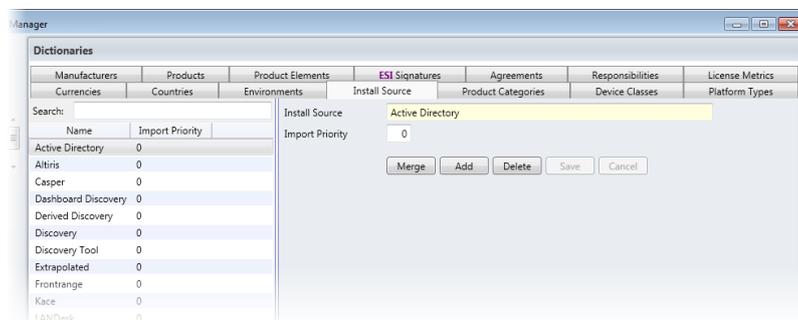
- Click **Merge** to merge multiple environments into one. This will update all entries for the merged environment.
- Click **Add** to clear the form and enter the details of a new environment.
- Click **Delete** to delete the selected environment.
- Click **Save** to save any changes to the selected environment.
- Click **Cancel** to cancel any changes to the selected environment.

Other functions:

- Tick **Exclude from Reports** to exclude the environment from the reports.

Install Source Dictionary

The Install Source Dictionary allows you to define the sources for the discovery of software installed on the devices in your organization.

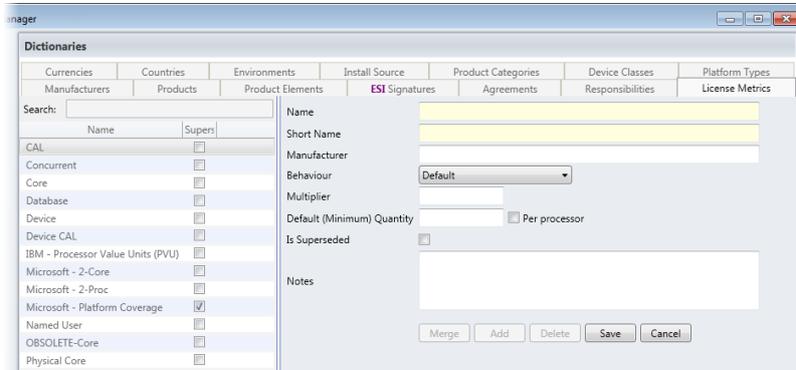


- Click **Merge** to merge multiple install sources into one. This will update all entries for the merged install sources.
- Click **Add** to clear the form and enter the details of a new install source.
- Click **Delete** to delete the selected install source.
- Click **Save** to save any changes to the selected install source.
- Click **Cancel** to cancel any changes to the selected install source.

The install priority allows you to prioritize the data that is imported from each install source. This enable you to determine which install source will be trusted if the is conflicting install data. The data from the import source with the lowest number set as its priority will be used to resolve any conflict.

License Metrics Dictionary

The License Metrics dictionary contains a list of available Metrics. Most common License Metrics are included by default. You can customize the list to remove Metrics you don't use, or add new Metrics.



- Click **Merge** to merge multiple license metrics into one. This will update all entries for the merged metric.
- Click **Add** to clear the form and enter the details of a new license metric.
- Click **Delete** to delete the selected license metric.
- Click **Save** to save any changes to the selected license metric.
- Click **Cancel** to cancel any changes to the selected license metric.

Metric Behavior

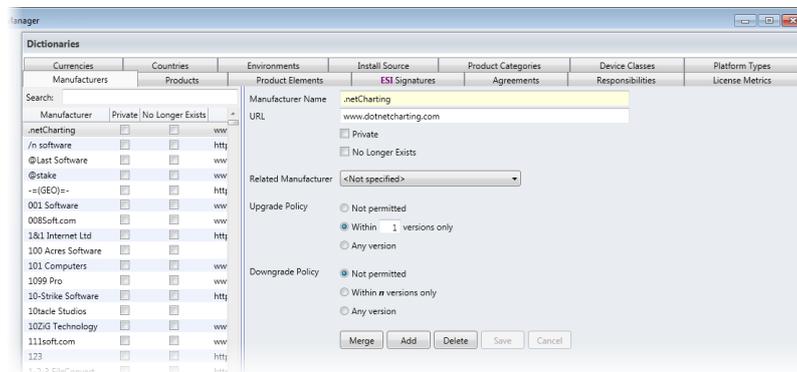
License metrics affect how licenses are allocated to installed software. A license metric determines how many licenses are required for compliance. For example, If a license has a license metric of device, one software installation is permitted on one device for each license. If a license has a license metric of processor, a device requires one license for each processor it has. If a license has a license metric of Microsoft - 2-Core, a device requires two licenses for each core it has.

License Manager has several built in license metrics that cannot be edited. It also allows you to create and edit your own license metrics. There are five options that can be used to define the behavior of a license metric:

- Select a **Behaviour** to define how the software usage is calculated and how licenses are allocated for products with the metric.
- Type a **Multiplier** value to apply to the calculation for software usage and license allocation.
- Type a **Default Minimum Quantity** required for products with the metric.
- Tick **Per processor** to indicate the Default Minimum Quantity is calculated per processor.
- Tick **Is Superseded** to indicate that the License Metric is superseded by another License Metric.

Manufacturers Dictionary

This Dictionary consists of a list of manufacturers and their website URL's. Use the Search box to find a manufacturer, or use the scroll bar to navigate through the list.



- Click **Merge Manufacturers** to merge multiple manufacturers into one. This is useful for correcting errors that have been made when inputting license data, such as entering a manufacturer with an incorrect name. A naming error can impact the [auto allocations](#) process in the compliance workspace. Merging manufacturers will update all entries for the merged manufacturer. *Please note, this should not be used to merge manufacturers following an acquisition. The Related Manufacturer field is used to link subsidiary companies to the parent company. This ensures that products are always recorded against the manufacturer that built them.*
- Click **Add** to clear the form and enter the details of a new manufacturer.
- Click **Delete** to delete the selected manufacturer.
- Click **Save** to save any changes to the selected manufacturer.
- Click **Cancel** to cancel any changes to the selected manufacturer.

Most manufacturer changes are covered when [importing an updated License Manager Dictionary](#).

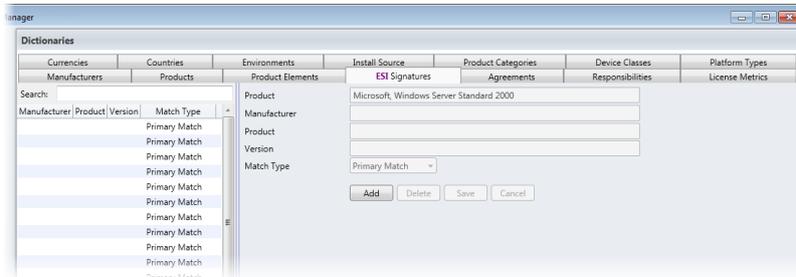
Other functions:

- Tick **Private** to indicate that the manufacturer is a private organization.
- Tick **No Longer Exists** to indicate that the manufacturer no longer operates.
- Select a **Related Manufacturer** if the manufacturer is a subsidiary of another manufacturer in the dictionary.
- Select an **Upgrade Policy** for the manufacturer. Base Licenses can be allocated to Upgrade licenses to ensure compliance for a newer product version. The upgrade policy determines the newest product version that can be installed with an upgrade license and base license. This applies to all products for the manufacturer.
- Select a **Downgrade Policy** for the manufacturer. Base Licenses can be used to ensure compliance for an earlier product version. The Downgrade Policy determines the earliest product version that can be installed with a base license. This applies to all products for the manufacturer.

ESI Signatures Dictionary

The ESI Signature Dictionary consists of an extensive list of ESI signatures associated to a product. Once a manufacturer has been selected in the Manufacturers Dictionary and a product has been selected in the Products Dictionary, the ESI Dictionary shows all associated product ESI signatures.

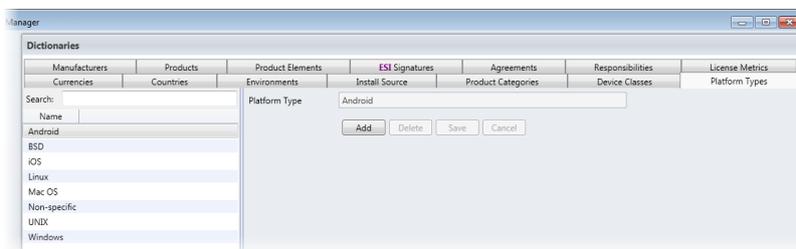
Each ESI signature is assigned a Primary or Secondary status.



- Click **Add** to clear the form and enter the details of a new product element.
- Click **Delete** to delete the selected product element.
- Click **Save** to save any changes to the selected product element.
- Click **Cancel** to cancel any changes to the selected product element.

Platform Types Dictionary

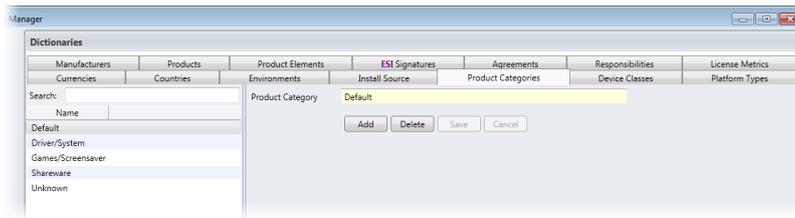
The Platform Types Dictionary allows you to define the type of platforms that can be installed on devices.



- Click **Add** to clear the form and enter a new type.
- Click **Delete** to delete the selected type.
- Click **Save** to save any changes to the selected type.
- Click **Cancel** to cancel any changes to the selected type.

Product Categories Dictionary

The Product Categories Dictionary allows you to define the categories that can be assigned to products.

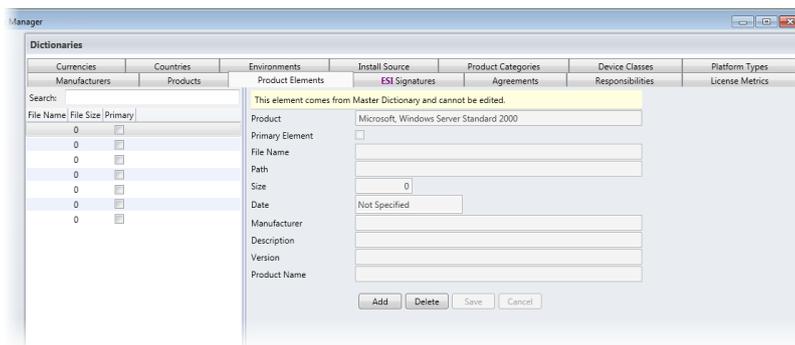


- Click **Add** to clear the form and enter a new category.
- Click **Delete** to delete the selected category.
- Click **Save** to save any changes to the selected category.
- Click **Cancel** to cancel any changes to the selected category.

Product Elements Dictionary

The Product Elements Dictionary consists of an extensive list of .EXE files and their sizes. Once a manufacturer has been selected in the Manufacturers Dictionary and a product has been selected in the Products Dictionary, the Product Elements Dictionary shows all associated product elements.

Each .EXE is associated to a Product and assigned a Primary or Secondary status. A Primary element is indicated by a green tick. A Secondary element is indicated by a green tick with a '2' above it.



- Click **Add** to clear the form and enter the details of a new product element.
- Click **Delete** to delete the selected product element.
- Click **Save** to save any changes to the selected product element.
- Click **Cancel** to cancel any changes to the selected product element.

Other functions:

- Tick **Primary Element** to indicate that the product element is a primary element.

Products Dictionary

Once a manufacturer has been selected in the Manufacturers Dictionary, the Products Dictionary shows all associated products. New products can be added in this pane.

- Click **Merge Products** to merge multiple products into one. This is useful for correcting errors that have been made when inputting license data, such as entering a product with an incorrect name. A naming error can impact the [auto allocations](#) process in the compliance workspace. Merging products will update all entries for the merged product.
- Click **Add** to clear the form and enter the details of a new product.
- Click **Delete** to delete the selected product.
- Click **Save** to save any changes to the selected product.
- Click **Cancel** to cancel any changes to the selected product.

Most product changes are covered when [importing an updated License Manager Dictionary](#).

Other functions:

- The **End Date** is used to link together products that can be upgraded.
- The **Product Family** is used to link products together for Upgrades, Downgrades and License Allocation.
- Type to set a **RRP** for the product. Select the currency from the drop-down list.
- Tick **Is Licensable** to indicate that the product needs to be licensed for use.
- Tick **Track Usage** to track usage of the product in the compliance workspace.
- Tick **Private** to indicate that the product is private.
- Tick **DRA** applies to indicate that the product is a Phantom product.

The vendor details are used to indicate which company you purchase this product from if you do not go directly to the manufacturer.

- Type to set a **Vendor Category**.
- Type to set a **Vendor Product Family**.
- Type to set a **Vendor Product Name**.
- Type to set a **Vendor Version**.

The categorization section is used to group products together under a heading.

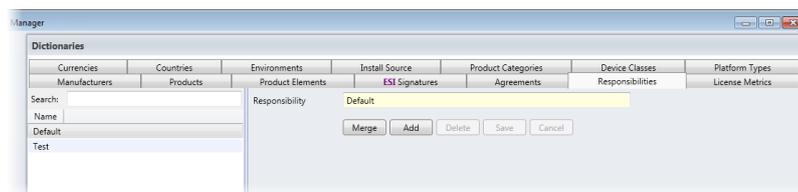
- Select a **Product Category**.
- Type to set a **Custom Category** for the product.

The user-specified fields are used to display additional data added by the user.

Responsibilities Dictionary

An individual or team within an organization may be delegated responsibility for the liability associated to specific product usage. The Responsibilities Dictionary allows you to define these responsibilities in License Manager.

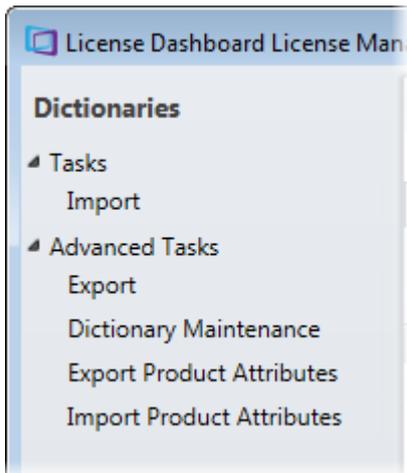
Responsibilities can be associated to product usage within the compliance workspace. This enables you to filter on Responsibility and sort products by that individual or team.



- Click **Merge** to merge multiple responsibilities into one. This will update all entries for the merged responsibilities.
- Click **Add** to clear the form and enter the details of a new responsibility.
- Click **Delete** to delete the selected responsibility.
- Click **Save** to save any changes to the selected responsibility.
- Click **Cancel** to cancel any changes to the selected responsibility.

Dictionaries Tasks

There are a number of tasks that can be performed in the Dictionaries workspace. The tasks are split into a Tasks list and an Advanced Tasks list.



There is one main task in the Dictionaries workspace.

- The [Import](#) task allows you to import a new Dictionary.

There are four advanced tasks in the Dictionaries workspace.

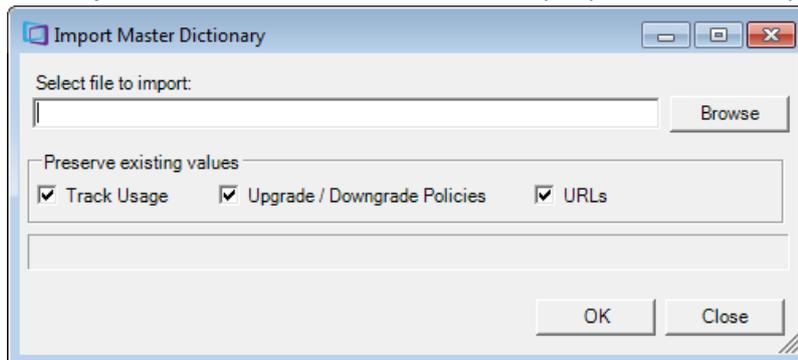
- The [Export](#) task allows you to export a copy of your Dictionary.
- The [Dictionary Maintenance](#) task allows you to delete unwanted Manufacturer and Product definitions from your Dictionary.
- The [Export Product Attributes](#) task allows you to export the customizable values for products to Excel.
- The [Import Product Attributes](#) task allows you to import customized product values from Excel.

Import

Use the import task to update or replace your dictionary. Importing a dictionary can take twenty minutes or longer depending on the speed of your computer and the SQL Server.

License Dashboard update dictionaries on a daily basis. The most recent version of the dictionary file is available to download from the [License Dashboard website](#). The dictionary is imported from a .xml or .zip file. *Please note: a warning message is displayed if you try to import a dictionary that is older than the current dictionary you have installed.*

1. Click **Import** in the tasks list. The master dictionary import window is displayed.

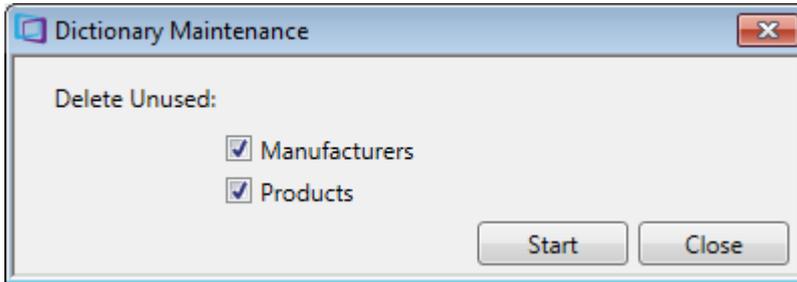


2. Click **Browse** and navigate to the folder containing the Dictionary file. Select it and click **Open**.
3. Select the **Preserve Existing Values** options.
 - Tick **Track Usage** to preserve any track usage settings that have been applied to software usage items
 - Tick **Upgrade / Downgrade Policies** to preserve any upgrade and downgrade licensing policies that have been applied to manufacturers in the dictionary
 - Tick **URLs** to preserve any URL details that have been added to manufacturers or products in the dictionary
4. Click **OK**. The import begins. A confirmation message is displayed when the import is complete.
5. Click **Close** to close the dictionary import screen.

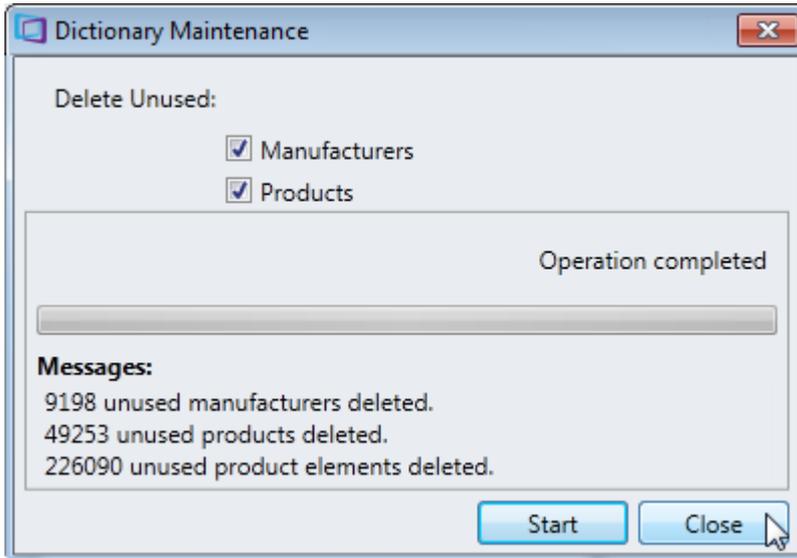
Dictionary Maintenance

Use the Dictionary Maintenance task to remove unused Manufacturer and Product definitions from your Dictionary.

1. Click **Dictionary Maintenance** in the Advanced Tasks List.
2. Use the tick-boxes to select whether to delete unused items relating to **Manufacturers**, **Products** or both.
3. Click **Start** to begin the Dictionary Maintenance process.



4. The **Operation Completed** message is displayed when the export process is complete.

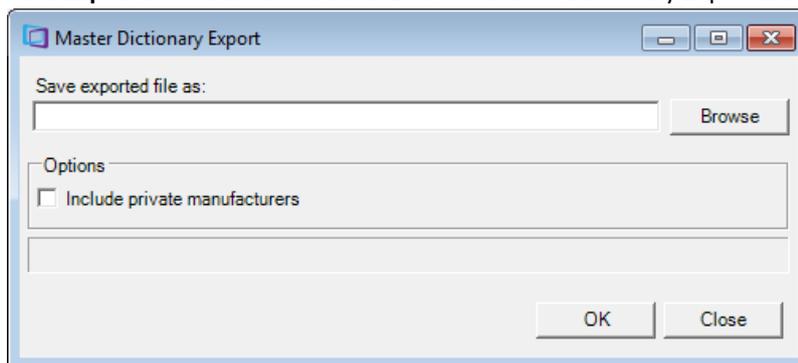


5. Click **Close**.

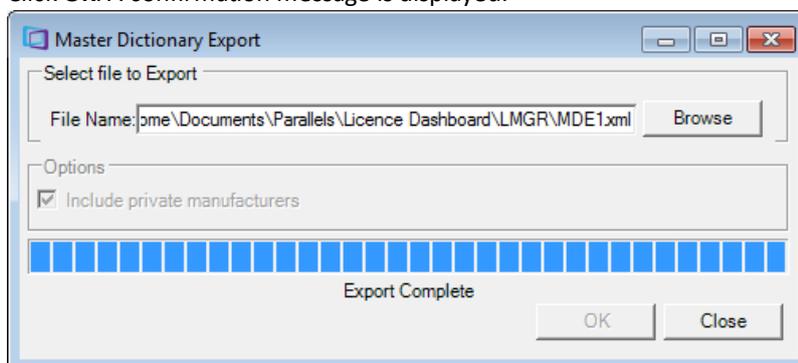
Export

Use the Export task to save a copy of the changes made to your Dictionary since it was imported.

1. Click **Export** in the Advanced Tasks List. The Master Dictionary Export window is displayed.



2. Click **Browse**.
3. Navigate to where you want to save the Dictionary file. Name it and click **Save**.
4. Tick **Include private manufactures** to include them in the Export file.
5. Click **OK**. A confirmation message is displayed.



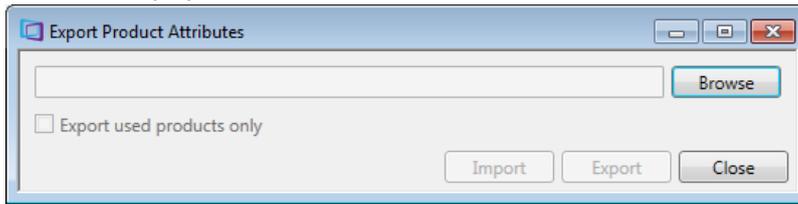
6. Click **Close**.

Export Product Attributes

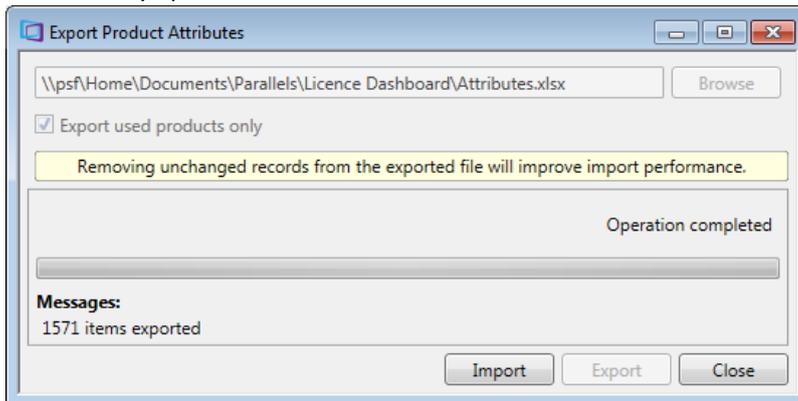
The Export Product Attributes advanced task allows you to export all products and their attributes to an Excel file. This allows users to edit the attributes of multiple products and import the changes back into License Manager. The following attributes are exported;

- Track Usage
- RRP
- Currency
- Custom Category
- DRA Applies

1. Click **Export Product Attributes** in the Advanced Tasks list. The Export Product Attributes window is displayed.



2. Click **Browse**.
3. Navigate to where you want to save the export file. Name it and click **Save**.
 - Tick **Export used products only** to only export products used in the current database.
4. Click **Export**. A confirmation message is displayed. Please note, the export file will automatically open in Excel.



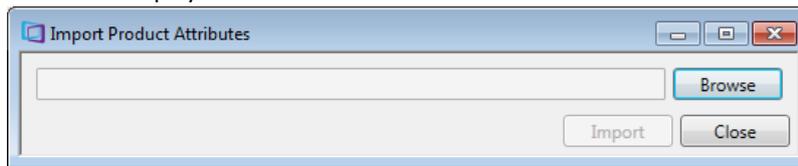
- Click **Close**. Or:
- Edit and save the attributes file in Excel and click **Import** to import the changes back into the dictionary.

Import Product Attributes

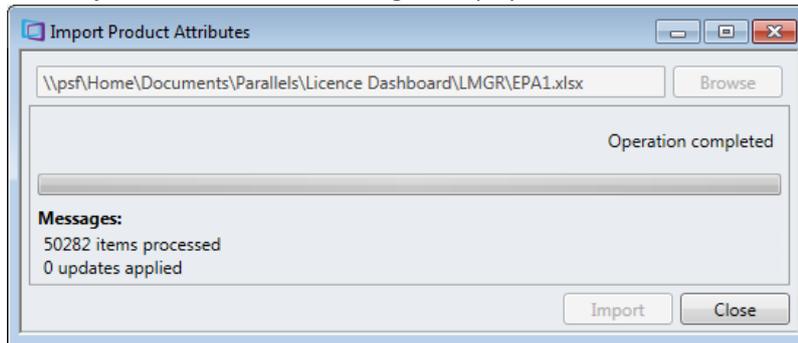
The Import Product Attributes advanced task allows you to import an Excel file to update product attributes in the dictionary. Please also refer to the [Export Product Attributes task](#) to export the attributes Excel file. This allows users to update the attributes of multiple products in License Manager. The following attributes are imported;

- Track Usage
- RRP
- Currency
- Custom Category
- DRA Applies

1. Click **Import Product Attributes** in the Advanced Tasks list. The Import Product Attributes window is displayed.



2. Click **Browse**.
3. Navigate to the import file. Select it and click **Open**.
4. Click **Import**. A confirmation message is displayed.



5. Click **Close**.

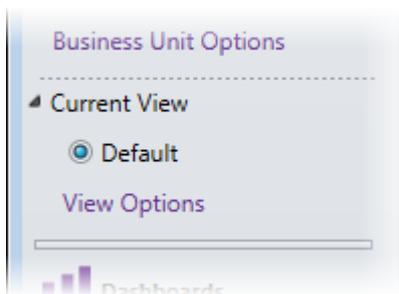
VIEWS

In addition to the default View, you can create custom Views in some workspaces. A custom View changes the data shown in the workspace window, allowing you to display and report data in different ways. Custom Views are therefore very useful when you need to create detailed Management Reports. Views are saved on your local machine, and they apply only to the workspace you are using when they are created.

Custom Views can be created in the following workspaces:

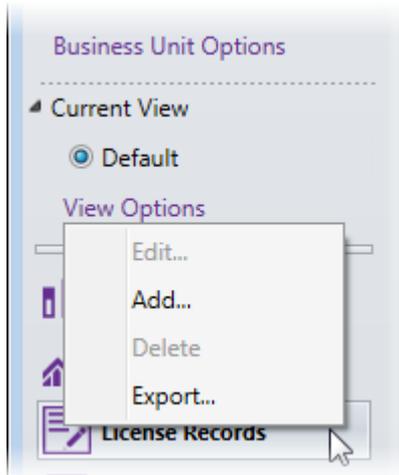
- [License Records](#)
- [Contract Records](#)
- [License Entitlements](#)
- [Compliance](#)

All Views can be accessed from the Current View menu above the workspace navigation pane. *The Current View menu only appears in the above workspaces.*



- Click  to collapse the Current View menu.
- Click  to expand the Current View menu.
- Click  to change the Current View.

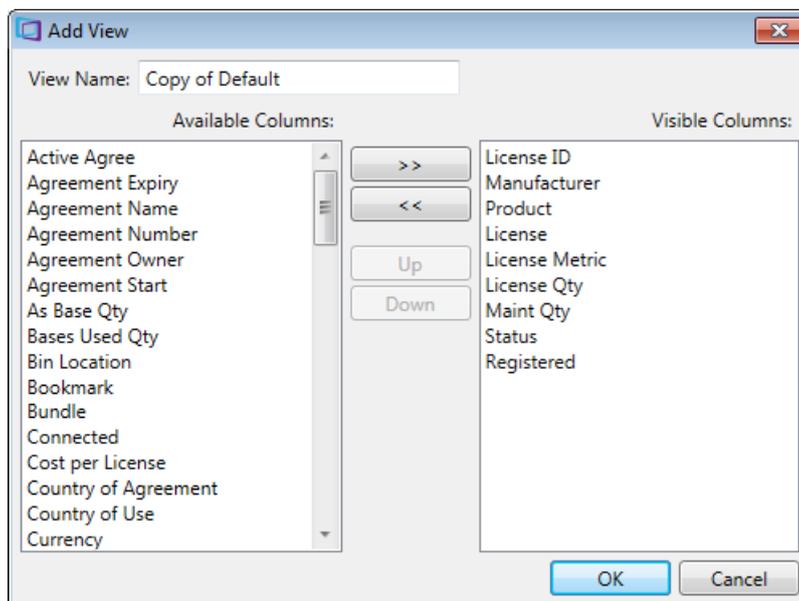
Click the **View Options** link to display a drop-down list as shown in the screenshot below.



- Click **Edit** to edit the view that is currently selected. *You cannot edit the default view.*
- Click **Add** to create a new view.
- Click **Delete** to delete the view that is currently selected. *You cannot delete the default view.*
- Click **Export** to export the view that is currently selected to a .CSV file.

Adding or Editing a View

1. Click **View Options**.
2. Click **Add** or **Edit**. The Edit View window appears. This window is the same for both the Add and Edit options.



- Set the name of the view in the **View Name** box.
 - Click to add a column to the custom View.
 - Click to remove a column from the custom View.
 - Click or to change the position of the column in the View.
3. Click **OK** to save the list settings.

Please note, adding a view also saves any filters applied to the data before clicking add.

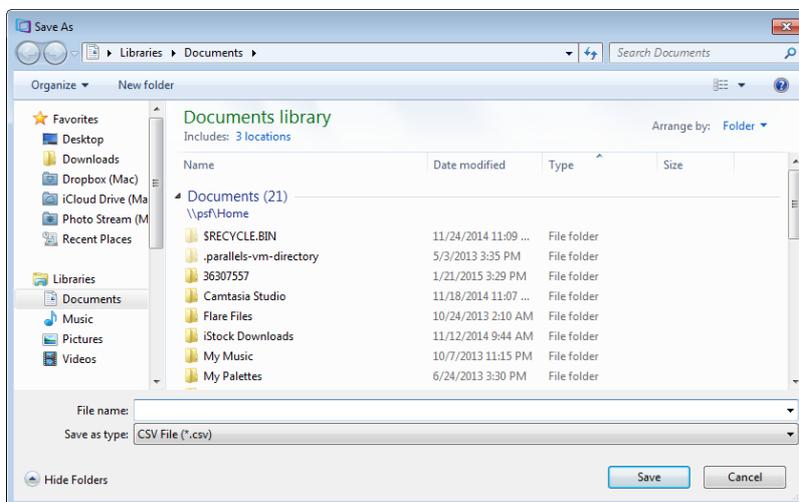
Deleting a View

1. Select the View that you want to delete in the Current View list.
2. Click **View Options**.
3. Click **Delete**.

Exporting a View

This option exports the data from the selected View to a CSV file.

1. Select the View that you want to export in the Current View list.
2. Click **View Options**.
3. Click **Export**.



4. Browse to the location where you want to save the file. Type a file name for your Export.
5. Click **Save**.

Support

Support website: www.licensedashboard.com

Telephone UK/International: +441904 562333

Telephone US/Canada: 1-855-773-3404

Email: support@licensedashboard.com

Address: License Dashboard Limited, Blenheim House, York Road, Pocklington, York YO42 1NS

Online resources

- Share your thoughts and views in the [License Dashboard Forum](#). Get the latest news, development schedules and technical details. Share your wish lists and questions, and communicate with other users.

<http://www.licensedashboard.com/forums/>

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