

How to view and manage software licenses

Last Modified on 08/15/2026 10:19 pm EDT

Tracking software licenses helps with budgeting, compliance, and knowing who has access to which tools.

Steps

1. Go to the **Software** or **Software Licenses** section.
2. Add or open a software title.
3. Record:
 - Number of licenses purchased
 - Renewal or expiration date
 - Vendor
 - Cost
 - License key or account information (stored securely according to your policies)
4. Assign licenses to specific users when required.
5. Save.

Review upcoming renewals periodically so you are not surprised by expiration dates.
