

# Software Organiser Training



We tailor the Software Organiser training day to ensure that it best fits your business needs but would closely follow the schedule below.

We ask that you have a selection of your software licences and proof of entitlement documents available so that these can be entered during the session. We would also ask for an export of your audit data in .csv file format, this enables us to import your actual audit data to show the matching process.

## Course Overview

### Overview of Software Organiser

#### POD Ledger

- Entering New POD
- POD ID and Storage of Licences
- POD Entry - entering POD
- POD Entry - entering upgrades
- Understanding SSD's (Standard Software Description)
- Searching
- Setting Principal
- Customising Views
- Exporting data

#### Supplier Ledger

- Adding new Suppliers
- Editing Suppliers

#### Software Ledger

- Import of audit data
- The Matching Process
- How to manage the 'volumes' of audit data!

#### Reconciliation Workbench

- Reviewing Compliant / Non-compliant applications
- Setting Priorities
- Downgrades
- Reporting & Exporting data

#### Action Workbench

- Creating new actions
- Managing actions
- Licence Maintenance & Support Renewals

Please call for pricing 01932-873330 or email [training@softasset.co.uk](mailto:training@softasset.co.uk)