



## Service Sheet 5 POD Report



One of the key data sets required to operate an effective SAM policy is the full list of what an organisation legally owns. Although this may sound simple, in practice with a multitude of points-of-sale and ways for organisations to purchase software (licensing agreements, FPP, OEM, downloads), this data can throw up many hidden challenges.

Through ineffective media management and disparate purchasing mechanisms, organisations can often find themselves in the position of having to purchase software applications twice, simply because they do not hold the correct Proof-of-Purchase documentation (Box, COA, EULA, Media etc.). The first challenge lies in identifying what the organisation does have, either locked away in store cupboards, on consumption reports or on the back of a server.

Then comes the understanding of what, from this information, actually equates to proof of licensing. Each vendor accepts different material so it becomes difficult to keep abreast of what is acceptable. Once these stages have been completed, a comprehensive list of legally licensed applications can be drawn up. The final stage is to advise and implement the processes and procedures to ensure that these issues do not replicate in the future.

### Benefits

- Limited internal resource required
- Specialist licensing consultants on site
- Dedicated licensing teams allocated
- Vendor recognised POD
- Collation of multiple data sets
- Current legally licensed position obtained.

### Stages

1. Project kick-off
2. Scheme of onsite consultancy and consent of consumption reports agreed
3. Onsite material collected
4. Analyse onsite material
5. Upload into Licence Register
6. Obtain consumption reports
7. Upload of consumption reports into Licence Register
8. Preparation of Register
9. Final upload and report preparation
10. Report completion and delivery
11. Process review
12. Process implementation.

### Deliverables

- Consumption reports from chosen vendors
- Onsite collection and preparation of POD material
- Complete actual Licence Register
- 1/2 day onsite process review
- Process recommendations and best practice report.