



Proof Of Purchase Really Means

That you can PROVE with original evidence that you have legitimately purchased licenses for ALL the software installed by showing software compliance registers, containing details of licence numbers, discs and manuals, AND originals of all invoices from the SUPPLIERS of the software that you own!

To achieve this state of “compliance” -

Firstly you need to take a full stock take or inventory of all the PC's on site.

Then you need to undertake a full software inventory, not just of Microsoft installed software but ALL software on the PC based systems.

You might as well take a hardware inventory (of the PC system) whilst you are doing the task for asseting purposes!

That's the easy part, time consuming, but easy nonetheless.

Then you need to;

- consolidate all the details
- then work out what you own
- and what you don't!

You also need to identify;

- what has been purchased,
- where it was purchased from,
- date of purchase,
- numbers of licences purchased

and finally

- locate the original media
- and licences
- and match all the above to the software inventory records created!

The above is the MINIMUM detail needed as evidence of purchase to defend yourself should you get caught in a raid by the anti-piracy vendors.

Here are the major steps in the process of becoming compliant!

Here are the major steps needed for your systems in terms of aiming for full software compliance;

- INVENTORY what is installed
- DETECT what is installed
- NAME the application without using a database or registry method
- UPLOAD the results to a central repository
- FILTER the results to focus on major application packages
- AGGREGATE the results to work out "how many copies of"
- IDENTIFY LICENCES and check the installations don't violate licence conditions
- LOCATE ORIGINAL media and secure it
- CHECK media for counterfeit or bad copies
- ESTABLISH PROOF of Purchase by marrying invoices to asset ownership
- CULL and REMOVE illegal copies

Then repeat the above process every 3 to 6 mths depending on "your rate of "software volatility" (the rate of change) in the organisation.



What steps are also necessary when looking at the "big picture" of software compliance?

- Understand software copyright and the implications of the Copyright Law in respect to software ownership for your regional area
- Be committed to stamping out software theft throughout your organisation.
- Establish a Software Code Of Ethics,
- Inform all staff, display the code and get the staff to understand the code.
- Run a training session on software compliance!
- Create an employee compliance statement and get all staff to sign it.
- Make software compliance an integral part of your enterprise/employee agreements.
- Induct and train new staff in the issues of software compliance.
- Conduct annual training sessions on software compliance and copyright issues.
- Establish a software register for each machine, listing all licensed software BUT get rid of any unlicensed software first! Make sure you don't lose any corporate data and files in the process!
- Instruct the staff resident at each desktop PC to sign the software register, making them accountable for the software installed.
- Store original software discs in secure, central locations, identified and matched to software registers.
- Appoint a "licence keeper" who is responsible for storage and tracking of ORIGINAL media and licences as well as formalised proof of purchase
- Display warning and reminder notices on notice boards and on PC's & workstations.
- Appoint a software controller, to co-ordinate buying software, installing software and maintaining software registers.
- Make all your management team software auditors. This will keep the staff on their toes!
- Conduct regular, unannounced audits of departments and selected PC's and workstations.
- Vary the frequency of software compliance audits.
- Conduct full software audits, re-establish the software registers, with staff signing again.

MANAGEMENT HINT
 Look also at MP3, sound files, video files, picture files as they are also indications of spurious NON-work related activity, that is costing you wasted \$ and therefore **profits and cash!**

NEVER DONE A SOFTWARE AUDIT BEFORE?

If you don't have method of gathering an electronic inventory (software audit) then check out the software at:
<http://www.pcprofile.com/auditbaselinev4.htm>

We offer a Once Only License Fee of \$US 195 per organization IRRESPECTIVE of PC Numbers!

AUDIT Baseline Software Inventory electronic detection results		For PROOF OF PURCHASE and Software Asset Management you also need to add these details!	
Data Fields and results extracted by AUDIT Baseline		Fields ready for manual population by end user	
Path	c:\Program Files\Microsoft Office\Office10\	Installed By	
Date	16/02/2001	Installed Date	
Time	2:05 AM	Purchased	
Size	9164192	Purchased From	
Filename	EXCEL EXE	Price	
Attributes	R	Invoice	
Status	B	Media Location	
Description	Microsoft Excel	Licence Locatio	
Version	10.0.2614	Authorised By	
Internal Name	Excel	Date Authorised	
Owner	Microsoft Corporation	Conditions	
Copyright	Copyright© Microsoft Corporation 1985-2001. All rights reserved.	Asset Number	
Original Name	Excel.exe	Shareware	
Product	Microsoft Office XP	Eval Period	
Company		Freeware	

The "Status Code" above is a useful "baseline" reference point added by PCProfile as it allows you to repeat the audit in 6 or 12 months and then compare two audit results files by using a File Difference program (or stack database sort) you can identify the CHANGES between audit cycles! This is very useful if you wish to lower the amount of data that you are validating for proof of purchase. It saves, time and money on repeating the whole audit again allowing you to focus on additions/deletions to a Baseline (configuration term) position.

PCProfile <http://www.pcprofile.com>

email pcprofile@internode.on.net

PCProfile is based in [Adelaide](#), South Australia
 Fax+61 8 8265 1961 Time zone GMT +9:30
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