

BUSINESS SOFTWARE ALLIANCE

**10 TIPS FOR EFFECTIVE SOFTWARE
ASSET MANAGEMENT**



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1. Be a responsible software user. Develop a company policy on software usage and have employees sign it annually.
2. Compare the number of software installations to the number of licenses. Obtain any licenses needed for compliance.
3. Centralize software purchases. Funnel purchases through a designated internal authority such as a purchasing department.
4. Ask that employees submit written requests for new software and see that the software manager signs and authorizes these requests.
5. Buy from authorized dealers, or through reputable application service providers (ASPs).
6. Obtain original materials, such as manuals, registration cards, license agreements and receipts with each purchase and keep them in a centralized file or location.
7. Have a clear policy on Internet usage, including the uploading and downloading of software, and enforce it.
8. Establish a regularly scheduled audit of the company's software assets. Know what programs reside on your computers and network at all times.
9. Visit www.bsaaudit.com for free tools and resources, including the BSA Guide to Software Management and free software audit tools that will enable you to audit the software on your computer network to determine whether or not it is licensed.
10. Report software piracy, by calling 1-888-NO PIRACY or accessing the online reporting form at www.bsa.org/usa.