

**ARMY**  
**CHESS**   
**COMPUTER HARDWARE,  
ENTERPRISE SOFTWARE AND SOLUTIONS**

License Tracker  
for Software  
User Guide



April 2016

# Introduction

- This briefing will introduce the License Tracker for Software (LTS).
- The LTS will allow organizations and leadership to track current inventory of license purchases and maintenance, potentially share licenses across your organization and provide data for convenient and efficient budget forecasting.
- The LTS is accessed through the CHES IT e-mart at the following link:  
[https://chess.army.mil/Static/LTS\\_OVR](https://chess.army.mil/Static/LTS_OVR)
- You will learn:
  - How to Access the License Tracker for Software
  - How to Request Licenses
  - How to View Submitted Requests
  - How to Edit License Requests
  - How to Cancel License Requests
  - How to View Completed Requests

# Table of Contents

<u>Section</u>	<u>Slide Number</u>
<a href="#"><u>Browser Requirements</u></a>	4
<a href="#"><u>How to Access the License Tracker for Software</u></a>	5
<a href="#"><u>How to Request Licenses</u></a>	9
<a href="#"><u>How to View Submitted Requests</u></a>	18
<a href="#"><u>How to Edit License Requests</u></a>	21
<a href="#"><u>How to Cancel License Requests</u></a>	26
<a href="#"><u>How to View Completed Requests</u></a>	31



# Browser Requirements

## Please NOTE:

- The RA process runs best in Internet Explorer 9 or 10, Firefox, and Google Chrome.
- Note: Make sure your Internet Explorer settings are NOT in Compatibility View

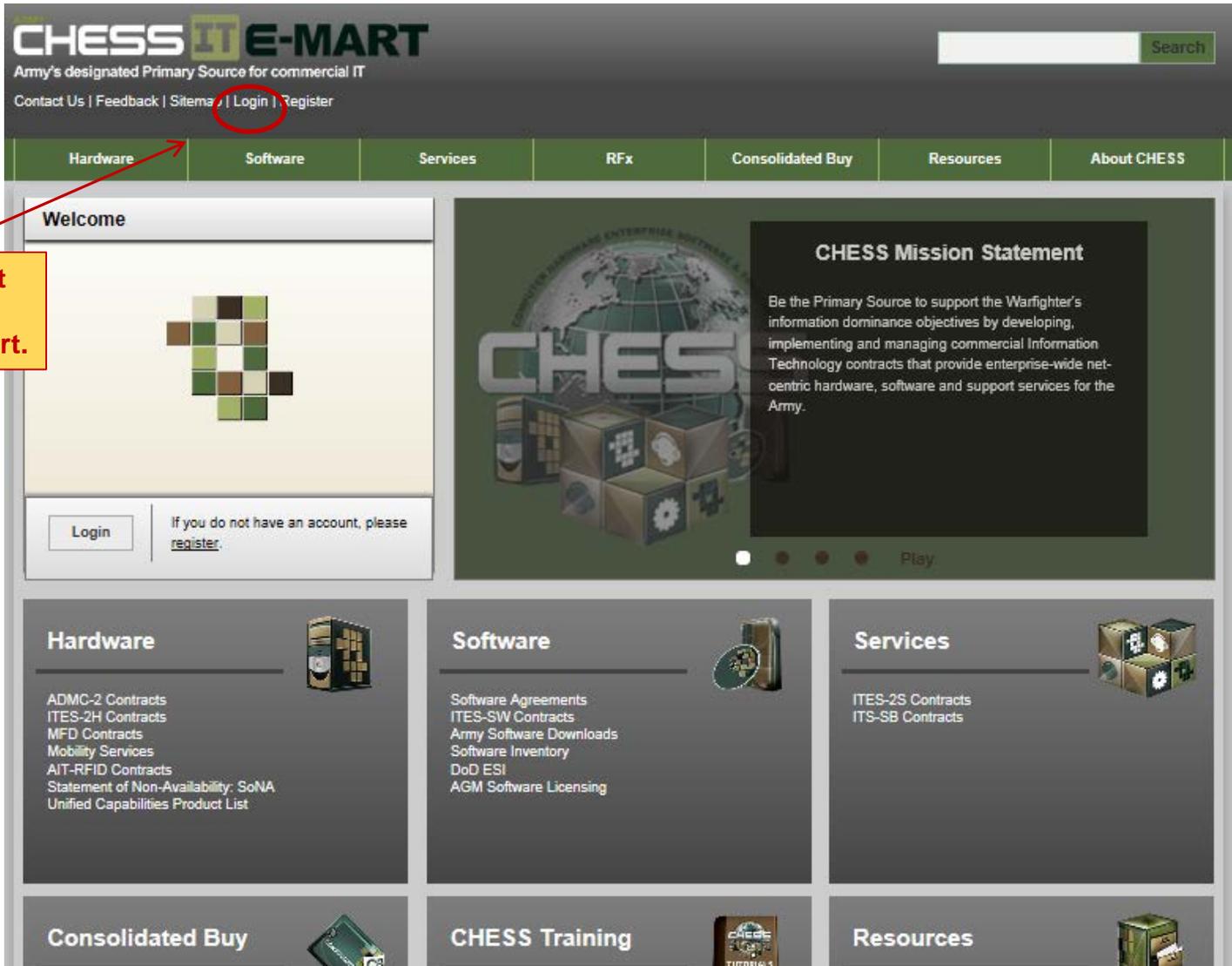
### Not Recommended



# How to Access the License Tracker for Software



# Login to the CHESS IT e-mart



**CHESS IT E-MART**  
Army's designated Primary Source for commercial IT  
Contact Us | Feedback | Site Map | **Login** | Register

Hardware | **Software** | Services | RFx | Consolidated Buy | Resources | About CHESS

Welcome

**You must first login to the CHESS IT e-mart.**

[Login](#) | If you do not have an account, please [register](#).

### CHESS Mission Statement

Be the Primary Source to support the Warfighter's information dominance objectives by developing, implementing and managing commercial Information Technology contracts that provide enterprise-wide net-centric hardware, software and support services for the Army.

Play

#### Hardware

- ADMC-2 Contracts
- ITES-2H Contracts
- MFD Contracts
- Mobility Services
- AIT-RFID Contracts
- Statement of Non-Availability: SoNA
- Unified Capabilities Product List

#### Software

- Software Agreements
- ITES-SW Contracts
- Army Software Downloads
- Software Inventory
- DoD ESI
- AGM Software Licensing

#### Services

- ITES-2S Contracts
- ITS-SB Contracts

#### Consolidated Buy

#### CHESS Training

#### Resources

# Step 3 - Login to the CHES IT e-mart

## Login

Please enter your user name and password.

Ignore certificate

Email Address:

Password:

Recover Password

Register if you don't have an account.

**NOTE: CHES IT e-mart users should ensure their password is unique to CHES and you do not use passwords from other systems (e.g., network, banking, email, etc.)"**

**You will need to login to access the LTS.**

**After logging in you will be returned to the home page – click on the “License Tracker for Software: LTS” link under Software.**

**Username and Password Login Screen**

## Login

Account E-mail: william.m.cody14.ctr@mail.mil

Ignore certificate

Recover Password

Register if you don't have an account.

Login

**CAC Login Screen**

# Login to the CHESS IT e-mart

**CHESS IT E-MART**  
Army's designated Primary Source for commercial IT

Welcome: William Cody

Contact Us | Feedback | Sitemap | Report a Bug | My Account | Logout | Admin Tools | License Tracker

Hardware	Software	Services	RFx	Consolidated Buy	Resources	About CHESS
----------	----------	----------	-----	------------------	-----------	-------------

**Welcome**

William Cody  
Last Login: 4/13/2016

**Common Links**

- Reverse Auction
- Web Request Management
- Ad Hoc Reports
- Help Desk Management
- Milestone Management
- Consolidated Buy

Software Agreements

ITES-SW

DOD ESI

**License Tracker for Software**

Certificate of Networthiness

**CHESS Mission Statement**

Be the Primary Source to support the Warfighter's information dominance objectives by developing, implementing and managing commercial Information Technology contracts that provide enterprise-wide net-centric hardware, software and support services for the Army.

**Click on "License Tracker for Software: LTS" to continue.**

<p>MFD Contracts</p> <p>Mobility Services</p> <p>AIT-RFID Contracts</p> <p>Unified Capabilities Product List</p> <p>Request for Quote: RFQ</p> <p>Request for Information: RFI</p>	<p><b>Software</b></p> <p>Software Agreements</p> <p>DoD ESI</p> <p>ITES-SW</p> <p><b>License Tracker for Software: LTS</b></p> <p>Certificate of Networthiness</p> <p>AGM Software Licensing</p> <p>Request for Quote: RFQ</p> <p>Request for Information: RFI</p>	<p><b>Services</b></p> <p>ITES-2S Contracts</p> <p>ITS-SB Contracts</p> <p>Request for Proposal: RFP</p> <p>Request for Information: RFI</p>
--	---	--

# Request Licenses



# Access to the LTS

## License Tracker for Software

### Welcome to the License Tracker for Software

Pursuant to Army goals to streamline acquisitions and generate significant cost avoidance in software procurements through centrally negotiated and purchased Commercial Off the Shelf (COTS) software for use across the Enterprise, the Army currently has several Enterprise License Agreements (ELAs). In order to deliver improved efficiencies while reducing management overhead costs for the ELAs, the Product Lead, Computer Hardware Enterprise Software and Solutions (PL CHESS) has established a License Tracker for Software to centrally manage some of these agreements.



Please click the Access License Tracker Button Below to get started.

[Access License Tracker](#)

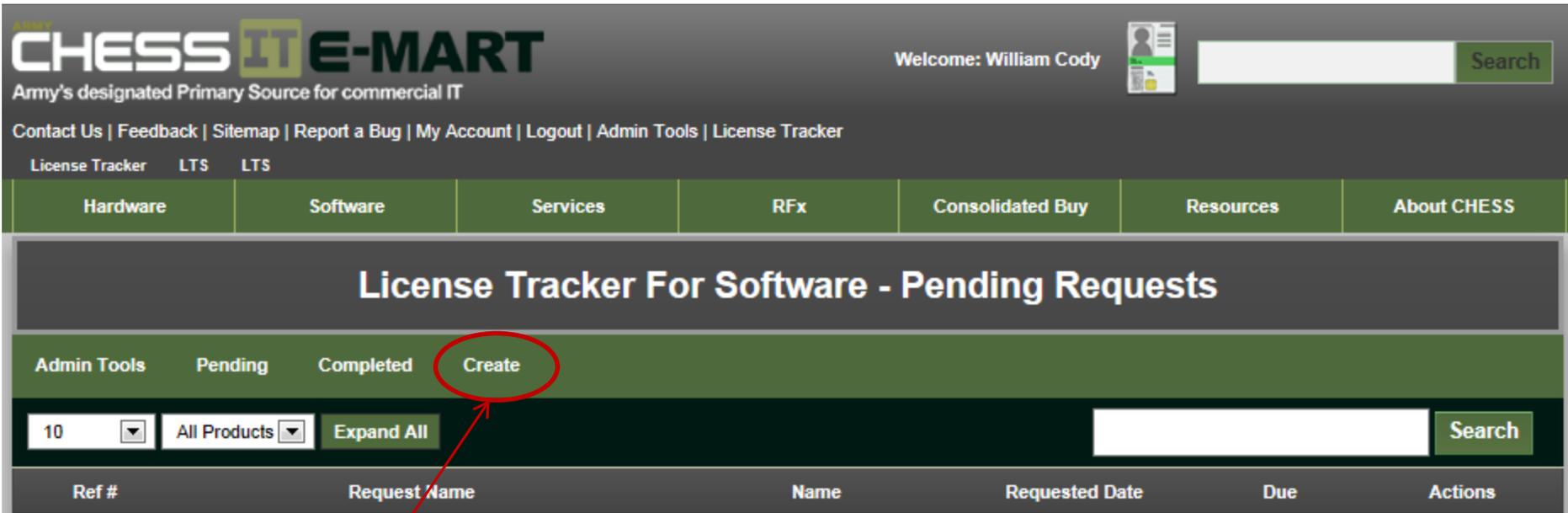
Click "Access License Tracker" to continue.



### Helpful Documents

Name	Description	Version
CHESS License Tracker for Software Guide	Guide for new users shows how to create a profile and submit a request	2.0
TA Application Form 01 FEB 16	Form used to appoint a Trusted Agent at the Command level	1.1

# Step 1 - Create a Request



**ARMY CHESSE E-MART**  
Army's designated Primary Source for commercial IT

Welcome: William Cody

Contact Us | Feedback | Sitemap | Report a Bug | My Account | Logout | Admin Tools | License Tracker

License Tracker LTS LTS

Hardware Software Services RFx Consolidated Buy Resources About CHESSE

## License Tracker For Software - Pending Requests

Admin Tools Pending Completed **Create**

10 All Products Expand All Search

Ref #	Request Name	Name	Requested Date	Due	Actions
-------	--------------	------	----------------	-----	---------

You will automatically be defaulted to the "Pending Requests" page. Click the "Create" button on the main menu bar to continue.

# Step 2 - Complete Request Form

## Create License Request

Admin Tools   Pending   Completed   Create

### Request and Requesting User's Information

Request Name	Adobe Creative Cloud Full
First Name	William
Last Name	Cody
E-Mail Address	william.m.cody14.ctr@mail.mil
Major Command	UNITED STATES FORCES - IRAQ, (USF-I)
Sub Command	N/A

G6 Approvers	Minh Tester Thai, Vendor The Second, Vendor The Second, Joanna Corcoran
G8 Approvers	Minh Tester Thai, Joanna Corcoran
G6 POCs	
G8 POCs	

1. Enter Request Name
2. Select Major Command from Drop Down Menu
3. Select Sub Command from Drop Down Menu (if applicable)

UNCLASSIFIED

LTS Guide | 12

# Step 3 - Request Item

**Request Item**

Product Type	Adobe	▼
Product	Creative Cloud (FULL)	▼
Inventory	740 Remaining	
Quantity	10	
Date Required	1/13/2016	
Comment	Type request details here.	

Characters left: 2974

**Add**

**1. Select Product Type from Drop Down Menu**  
**2. Select Product from Drop Down Menu**  
**3. Enter Quantity**  
**4. Provide Comments**

**Click "Add" to continue.**

Submit Request For Approval | Cancel

# Step 4 - Submit Request for Approval

This screen recaps the Product Information you had previously submitted.

If you need to re-enter Product details click the Trash Can to resubmit.



Product Type	Adobe
Product Name	Creative Cloud (FULL)
Inventory	740 Remaining
Quantity Requested	10
Current Quantity	
Date Required	1/13/2016
Request Item Status	
Justification/Comment	This is a test. Type request details here.

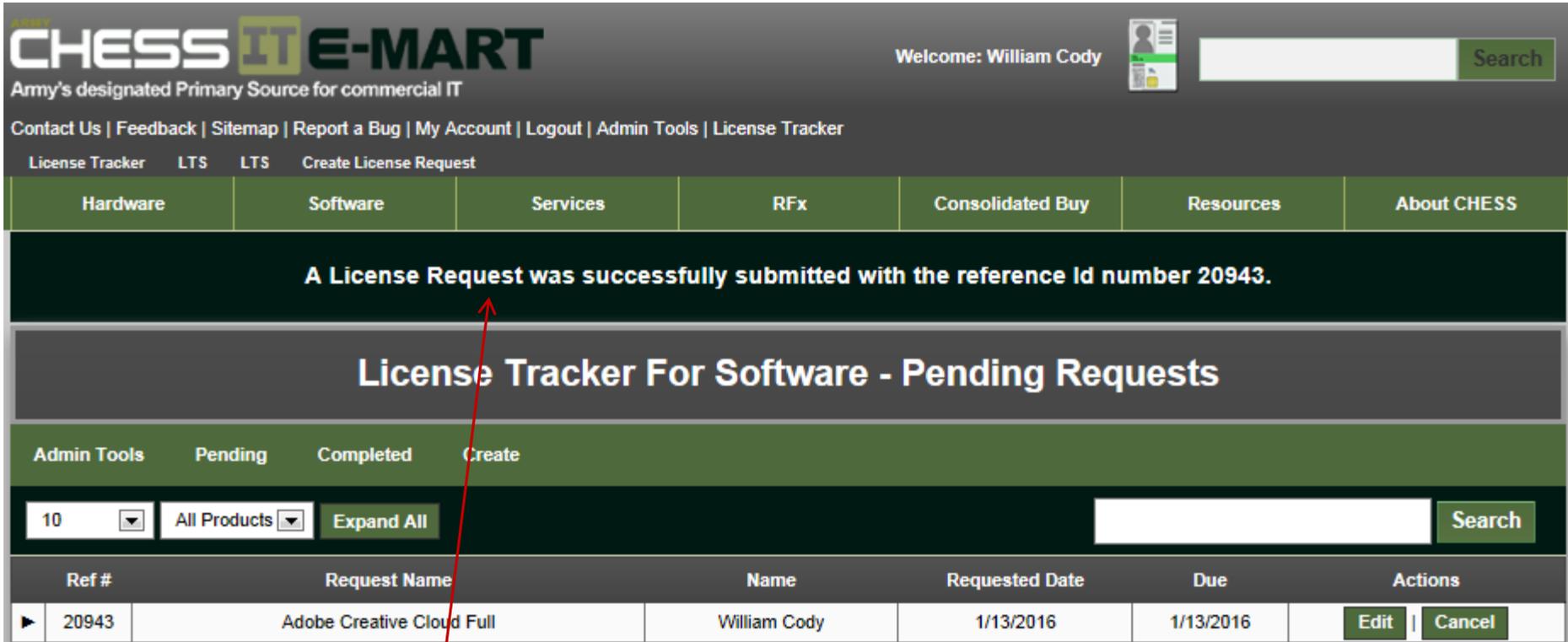
After you have clicked the "Add" button on the previous page you will have the option to add another item if applicable.

Add another Item

If you do not have another item to add click "Submit Request for Approval."

Submit Request For Approval | Cancel

# Step 5 – Request Submitted



**CHESST E-MART**  
Army's designated Primary Source for commercial IT

Welcome: William Cody

Contact Us | Feedback | Sitemap | Report a Bug | My Account | Logout | Admin Tools | License Tracker

License Tracker LTS LTS Create License Request

Hardware Software Services RFx Consolidated Buy Resources About CHESST

**A License Request was successfully submitted with the reference Id number 20943.**

**License Tracker For Software - Pending Requests**

Admin Tools Pending Completed Create

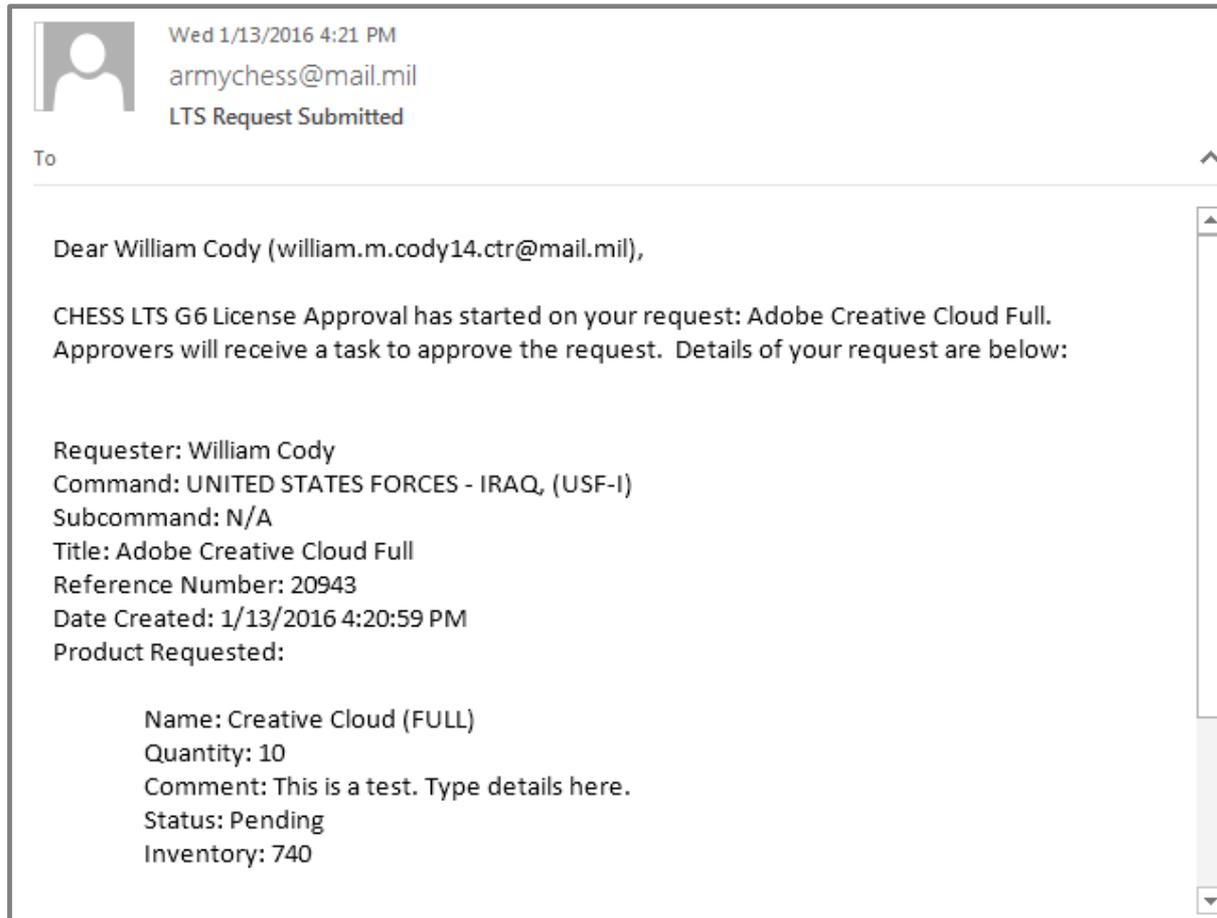
10 All Products Expand All Search

Ref #	Request Name	Name	Requested Date	Due	Actions
▶ 20943	Adobe Creative Cloud Full	William Cody	1/13/2016	1/13/2016	Edit   Cancel

Once your License Request has been submitted your screen will look like this. A black bar at the top of the page will indicate that your Request was successfully submitted.

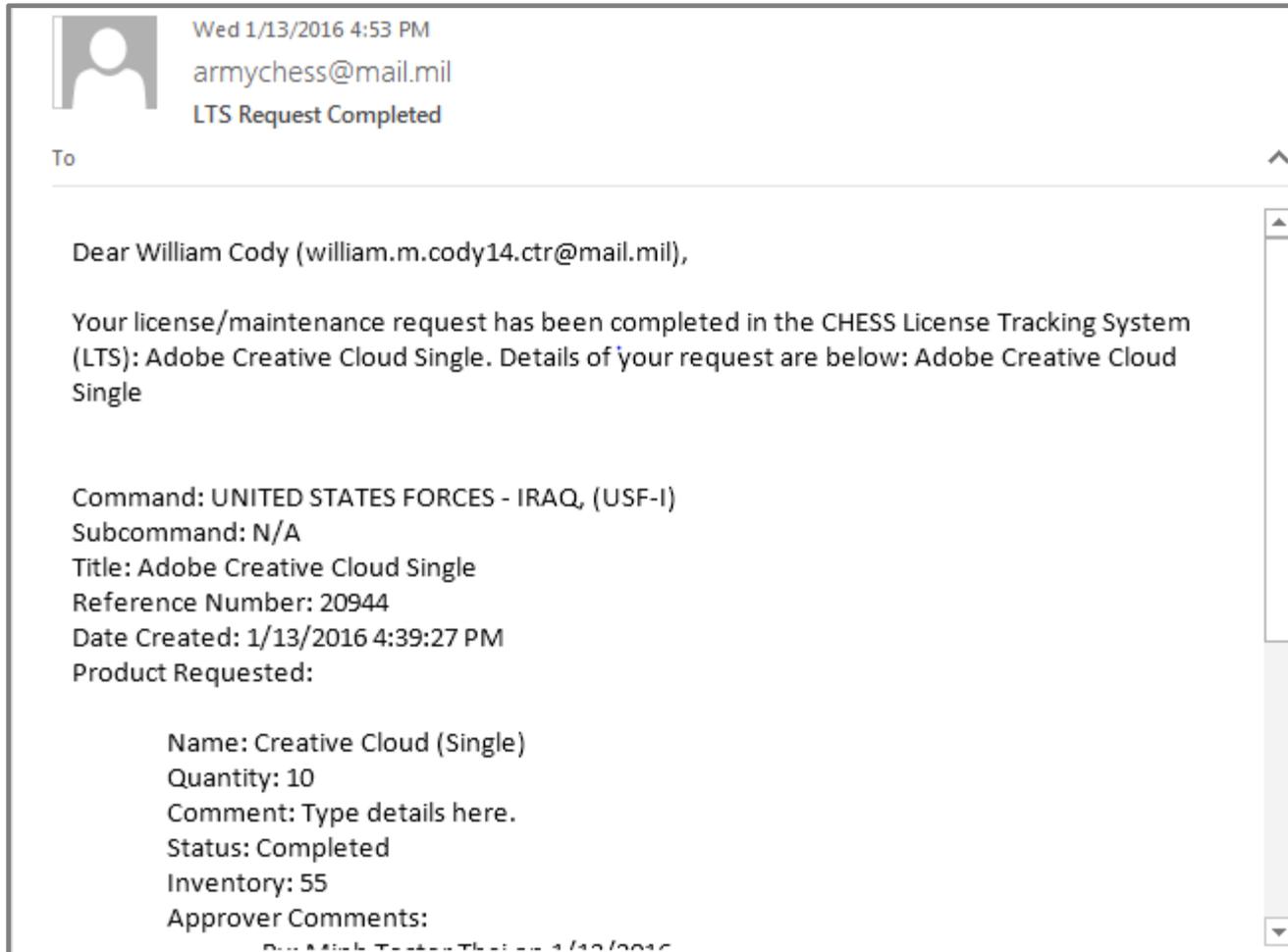
# Step 6 – Email Confirmation

- Once you have submitted your request you will receive an email indicating that your request has been submitted to the approval process.



# Step 7 – Email Confirmation Approval

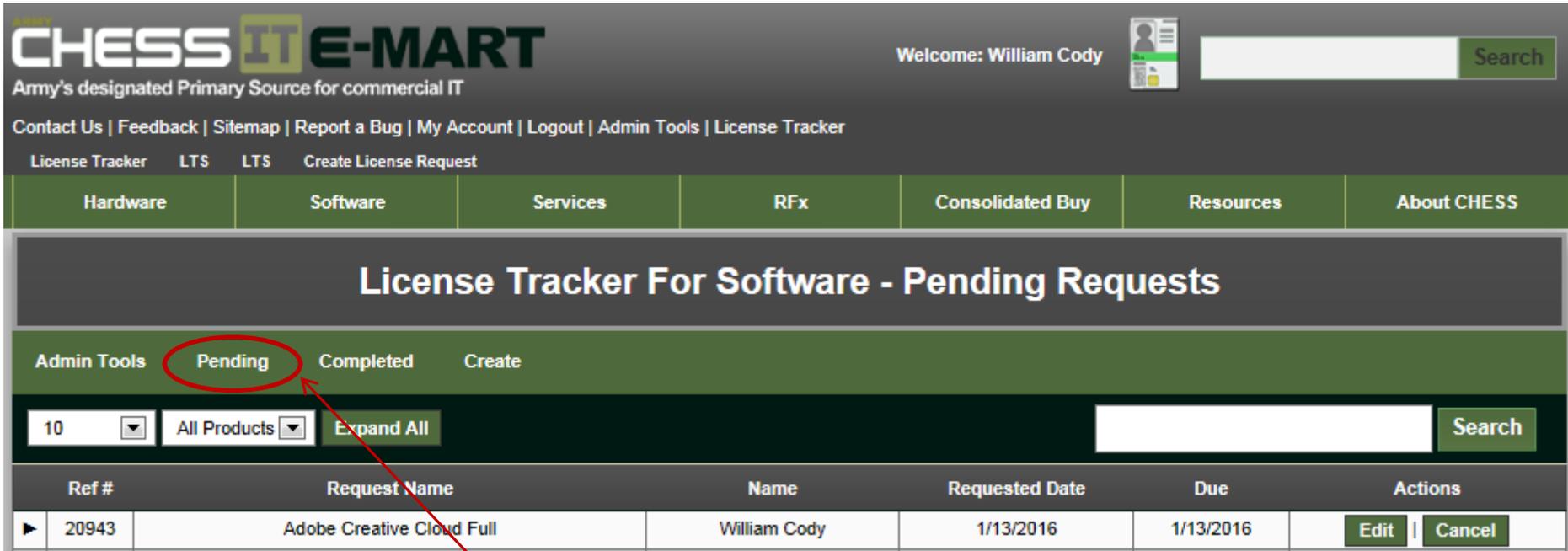
- You will receive an additional email when your request has been approved.



# View Submitted Requests



# View Pending Requests



**CHES E-MART**  
Army's designated Primary Source for commercial IT

Welcome: William Cody

Search

Contact Us | Feedback | Sitemap | Report a Bug | My Account | Logout | Admin Tools | License Tracker

License Tracker LTS LTS Create License Request

Hardware Software Services RFx Consolidated Buy Resources About CHES

## License Tracker For Software - Pending Requests

Admin Tools **Pending** Completed Create

10 All Products Expand All Search

Ref #	Request Name	Name	Requested Date	Due	Actions
▶ 20943	Adobe Creative Cloud Full	William Cody	1/13/2016	1/13/2016	Edit   Cancel

Click the "Pending" button at the top of the main menu bar to view all Pending Requests.

# View Request Detail

## License Tracker For Software - Pending Requests

Click on the line item you would like detailed information for. For a Status Update on your submitted request look at the G6 Approval, G8 Approval and CHES Approval Columns for approval information. This request is PENDING.

Ref #	Request Name	Name	Requested Date	Due	Actions
20943	Adobe Creative Cloud Full	William Cody	1/13/2016	1/13/2016	<a href="#">Edit</a>   <a href="#">Cancel</a>

Please scroll down to view details

Product	Status	Requester	Date required	G6 Approval	G8 Approval	CHES Approval	Actions
Creative Cloud (FULL)	Pending	William Cody	1/13/2016	Pending	Pending	Pending	N/A

### Request Detail

Name of Request	Adobe Creative Cloud Full
Reference Number	20943
Requester Name	<u>William Cody</u>
Requested Date	1/13/2016
Status	Pending
Major Command	UNITED STATES FORCES - IRAQ, (USF-I)
Subcommand	N/A

### License Request Item Details

Product Type	Adobe
Name	Creative Cloud (FULL)
Quantity Requested	10
Current Approved Quantity	
Inventory	740
Date Required	1/13/2016
Status	Pending for: <u>Minh Tester Thai</u> (703-806-8225) <u>Vendor The Second</u> (339393939)

# Edit License Requests



# Edit License Request



Welcome: William Cody
 

Search

[Contact Us](#) | [Feedback](#) | [Sitemap](#) | [Report a Bug](#) | [My Account](#) | [Logout](#) | [Admin Tools](#) | [License Tracker](#)

[License Tracker](#) | [LTS](#) | [LTS](#) | [Create License Request](#)

Hardware
Software
Services
RFx
Consolidated Buy
Resources
About CHESSE

## License Tracker For Software - Pending Requests

Admin Tools
Pending
Completed
Create

▼

▼

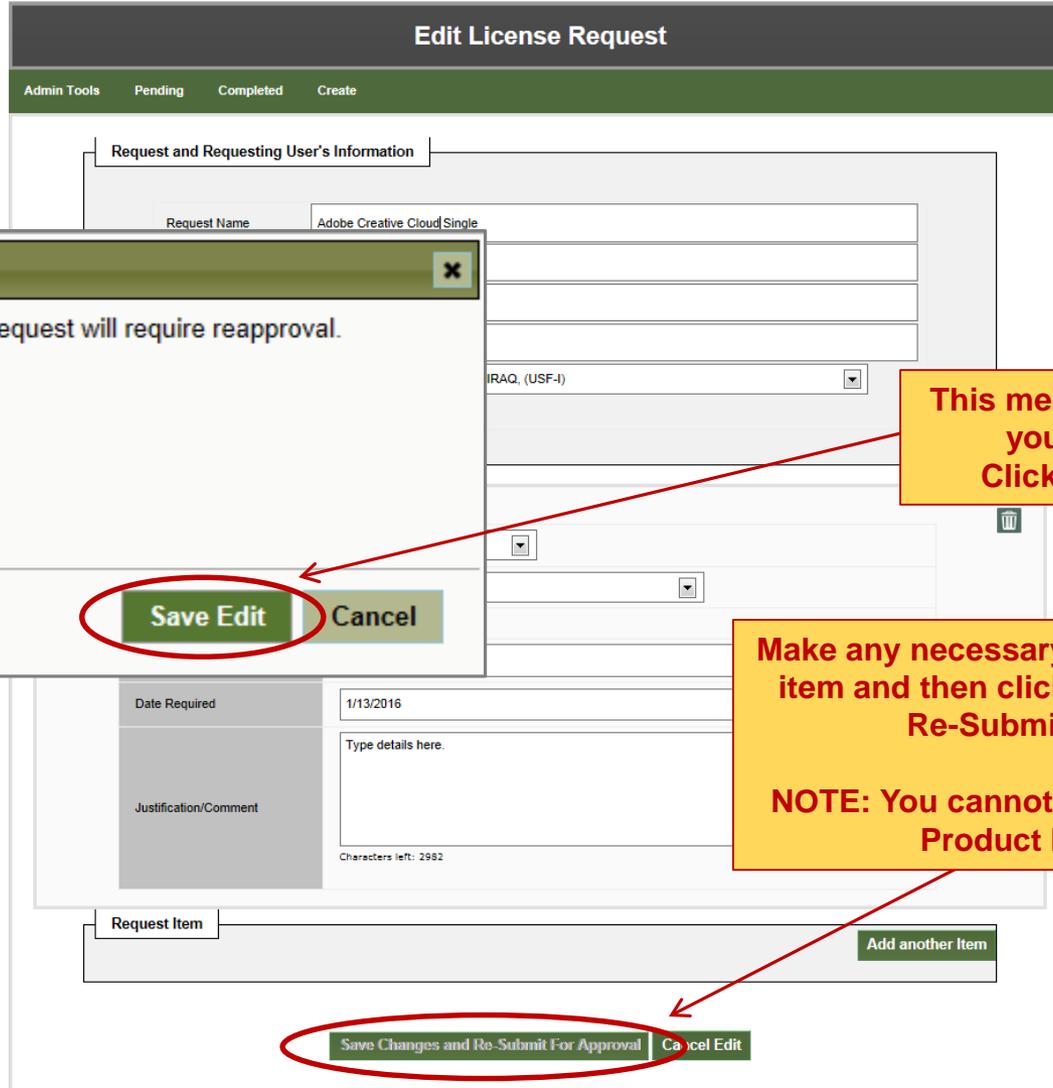
Expand All

Search

Ref #	Request Name	Name	Requested Date	Due	Actions
▶ 20944	Adobe CC Single	William Cody	1/13/2016	1/13/2016	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Edit</span>   <span style="background-color: #444; color: white; padding: 2px;">Cancel</span>
▶ 20943	Adobe Creative Cloud Full	William Cody	1/13/2016	1/13/2016	<span style="background-color: #444; color: white; padding: 2px;">Edit</span>   <span style="background-color: #444; color: white; padding: 2px;">Cancel</span>

If you need to edit the License Request you submitted click the "Edit" button under the Actions column.  
 NOTE: The option to Edit a Request is only available on Pending Requests.

# Edit License Request

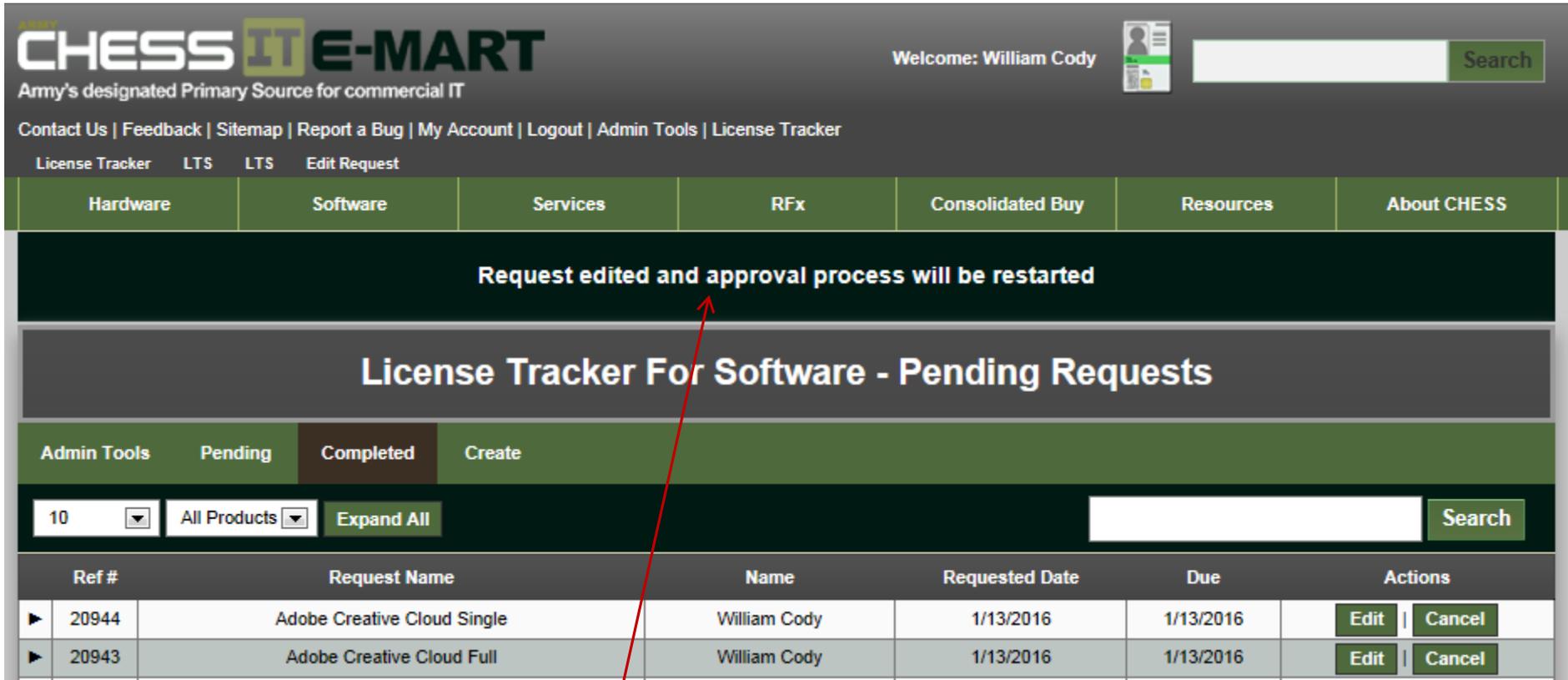


**This message will appear asking you to confirm your edits. Click "Save Edit" to proceed.**

**Make any necessary edits OR add another item and then click "Save Changes and Re-Submit For Approval."**

**NOTE: You cannot make any changes to Product Information!**

# Edit License Request



**CHESSE-MART**  
Army's designated Primary Source for commercial IT

Welcome: William Cody

Contact Us | Feedback | Sitemap | Report a Bug | My Account | Logout | Admin Tools | License Tracker

License Tracker LTS LTS Edit Request

Hardware Software Services RFX Consolidated Buy Resources About CHESSE

**Request edited and approval process will be restarted**

## License Tracker For Software - Pending Requests

Admin Tools Pending **Completed** Create

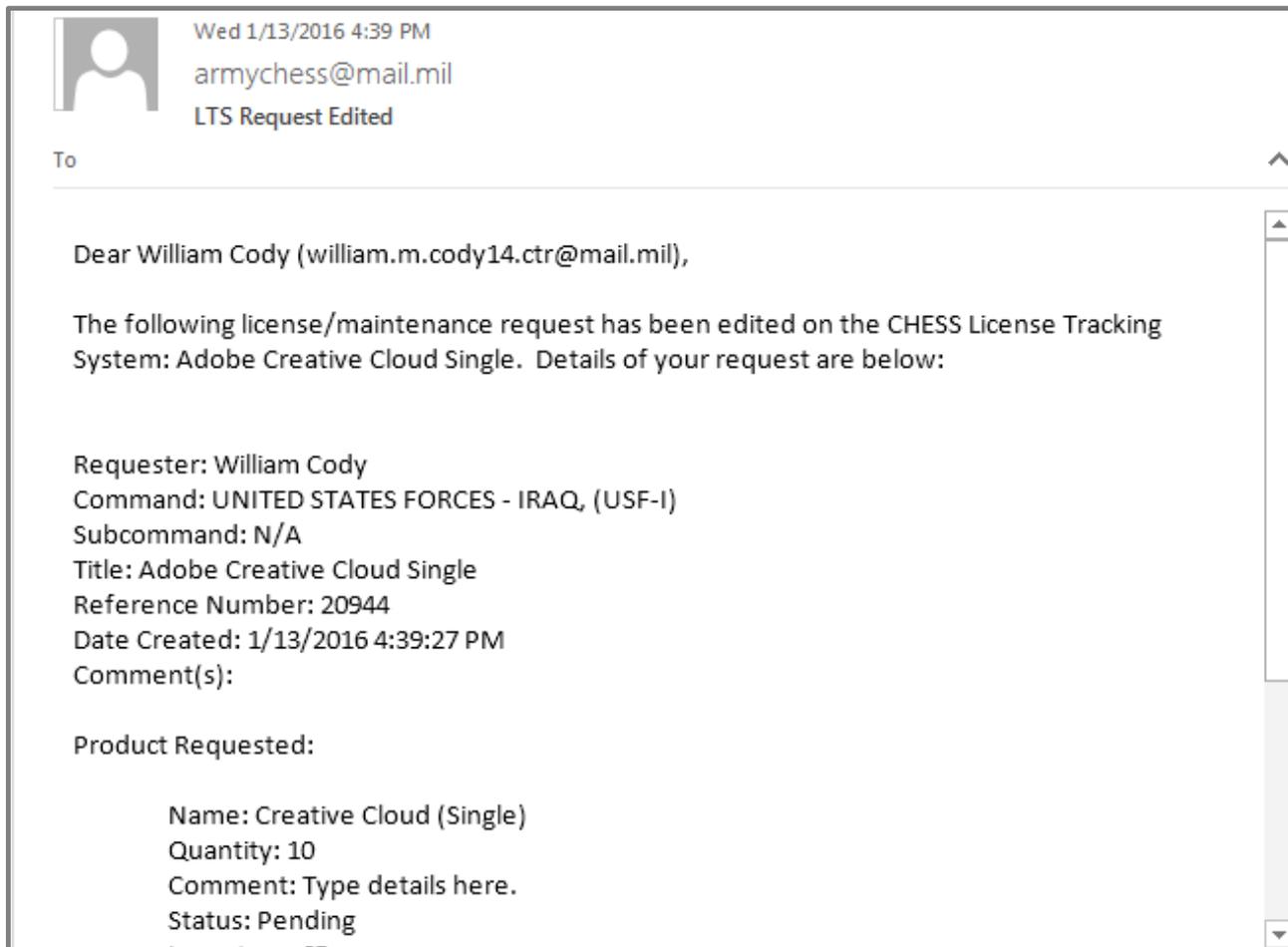
10 All Products Expand All Search

Ref #	Request Name	Name	Requested Date	Due	Actions
▶ 20944	Adobe Creative Cloud Single	William Cody	1/13/2016	1/13/2016	Edit   Cancel
▶ 20943	Adobe Creative Cloud Full	William Cody	1/13/2016	1/13/2016	Edit   Cancel

Once you have made edits to your License Request your screen will look like this. A black bar at the top of the page will indicate that your Request has been edited and the approval process will be restarted.

# Edit License Request Email

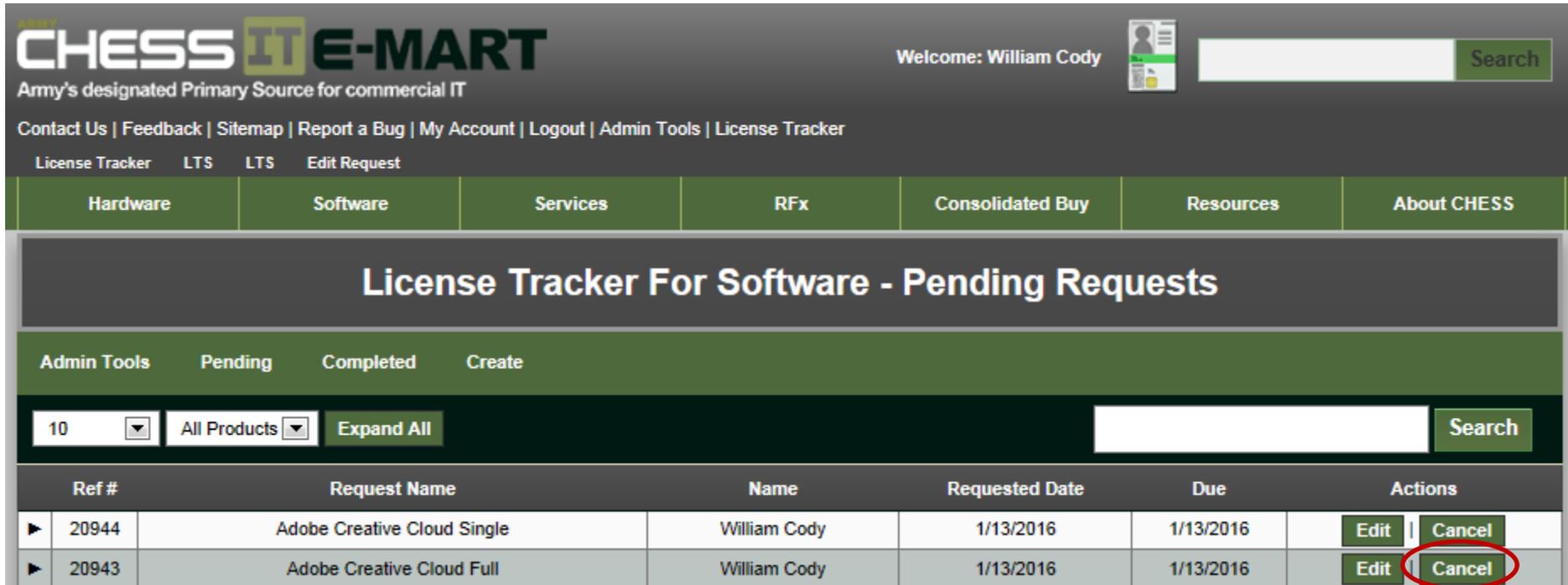
- Once you have edited your request you will receive an email providing details about your submitted edits.



# Cancel License Requests



# Cancel License Request



**CHESSE-MART**  
Army's designated Primary Source for commercial IT

Welcome: William Cody

Contact Us | Feedback | Sitemap | Report a Bug | My Account | Logout | Admin Tools | License Tracker

License Tracker   LTS   LTS   Edit Request

Hardware   Software   Services   RFx   Consolidated Buy   Resources   About CHESSE

## License Tracker For Software - Pending Requests

Admin Tools   Pending   Completed   Create

10   All Products   Expand All   Search

Ref #	Request Name	Name	Requested Date	Due	Actions
▶ 20944	Adobe Creative Cloud Single	William Cody	1/13/2016	1/13/2016	Edit   Cancel
▶ 20943	Adobe Creative Cloud Full	William Cody	1/13/2016	1/13/2016	Edit   <b>Cancel</b>

If you need to cancel the License Request you submitted click the "Cancel" button under the Actions column.

# Cancel License Request

x

### Cancellation Confirmation

Are you sure you would like to cancel this request?

Comments:

Counter:

You have 2966 characters remaining

Yes No

**Please provide comments in the Comments box on the Cancellation Confirmation form and then click "Yes" to confirm.**

# Cancel License Request

**ARMY CHESS E-MART**  
 Army's designated Primary Source for commercial IT

Welcome: William Cody 

Contact Us | Feedback | Sitemap | Report a Bug | My Account | Logout | Admin Tools | License Tracker

License Tracker LTS LTS Edit Request Hardware Index RFQ

Hardware Software Services RFx Consolidated Buy Resources About CHESS

**Pending request has been cancelled**

**License Tracker For Software - Pending Requests**

Admin Tools Pending Completed Create

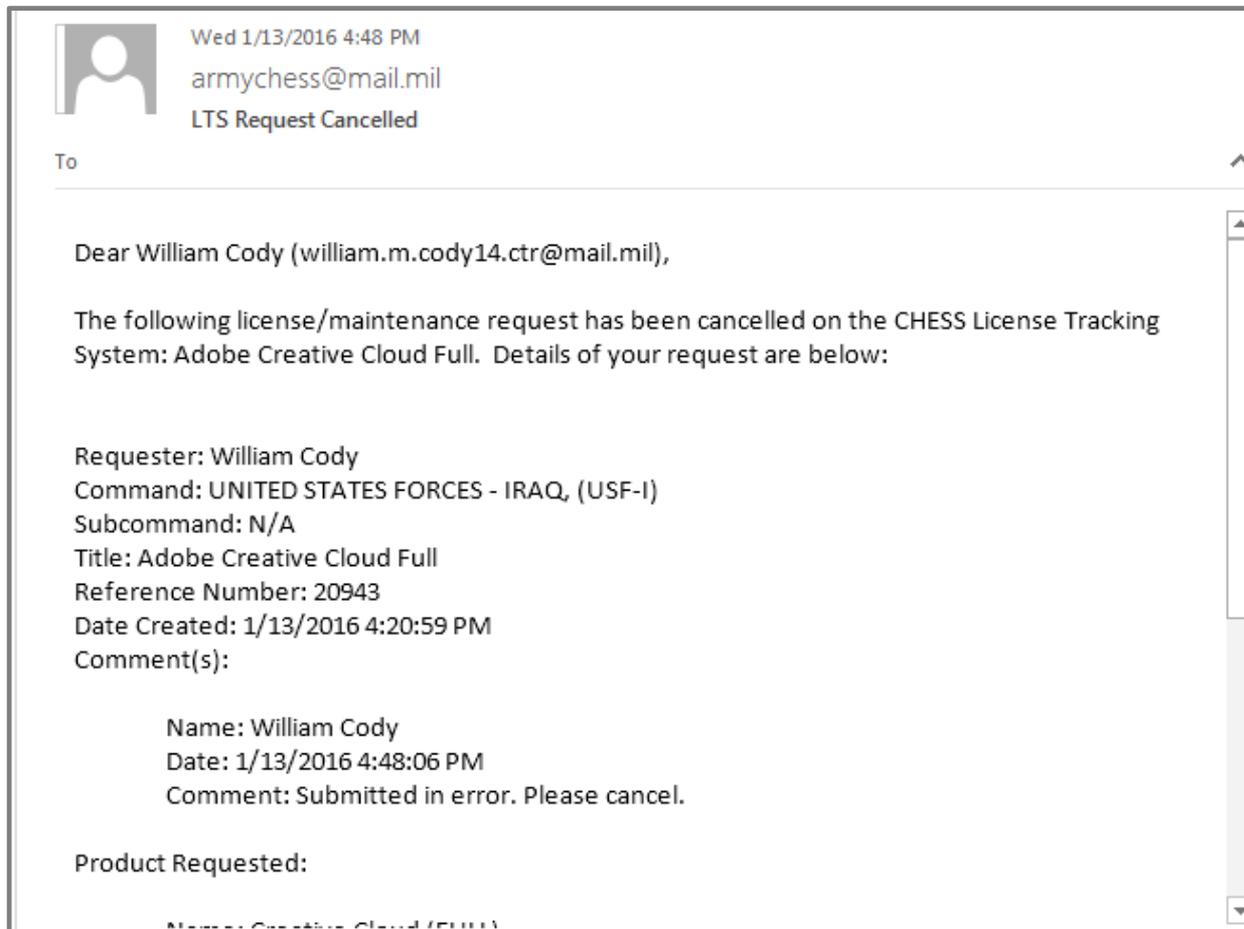
10  All Products

Ref #	Request Name	Name	Requested Date	Due	Actions
▶ 20944	Adobe Creative Cloud Single	William Cody	1/13/2016	1/13/2016	<input type="button" value="Edit"/>   <input type="button" value="Cancel"/>

Once your License Request is cancelled your screen will look like this. A black bar at the top of the page will indicate that your Pending Request has been cancelled.

# Cancel License Request Email

- Once you have cancelled your request you will receive an email providing details about your cancellation.



# View Completed Requests



# View Completed Requests

**ARMY CHES E-MART**  
Army's designated Primary Source for commercial IT

Welcome: William Cody

Contact Us | Feedback | Sitemap | Report a Bug | My Account | Logout | Admin Tools | License Tracker

RFx Consolidated Buy Resources About CHES

## License Tracker For Software - Completed Requests

Admin Tools Pending **Completed** Create

10 All Products Expand All

Ref #	Request Name	Name	Requested Date	Due	Actions
▼ 20944	Adobe Creative Cloud Single	William Cody	1/13/2016	1/13/2016	

Please scroll down to view details

Product	Status	Requester	Date required	G6 Approval	G8 Approval	CHES Approval	Actions
Creative Cloud (Single)	Completed	William Cody	1/13/2016	Responded on 1/13/2016	Responded on 1/13/2016	Responded on 1/13/2016	<input type="button" value="T"/>

To view completed requests click on the "Completed" button on the main menu bar.

Click on your license request and you will see "Completed" in the Status column. Dates of when G6, G8 and CHES provided approval will also be shown.

# Questions



For information about using the CHES IT e-mart or LTS, contact the CHES Customer Support Team by email at: [armychess@mail.mil](mailto:armychess@mail.mil) or toll free at (888) 232-4405