SAP BusinessObjects Solutions License Keys

A step-by-step guide

SAP Global License Audit & Compliance

PUBLIC
Agenda

- Where to request a license key
- Short overview of the license key application starting page
- Request a license key for a new system
- Add additional license keys to an existing system
- Edit license keys for an existing system
- Delete a license key
- Further information to assist you
Where to request license keys - http://support.sap.com/licensekey

Keys

When working with SAP software, various types of keys may be needed such as license keys to activate the product, migration keys, developer and object (SSCR) keys, plus your own namespaces to modify it.

License Keys

For most on premise products, you require license keys before you can use the product. License keys are associated with a system on your landscape, and therefore you need to first select a system and then manage its license key.

To request license keys, you need the authorization Request License Keys. If you are unsure of what your authorizations are then you may check your authorizations under your profile. To extend your authorizations please contact your company's super administrator.

Note: Analytics Solutions from SAP has emergency License Keys (zip file) you can use while your request for a permanent license key is being processed.

Click button License key application

Under License Keys Help you can will find detailed How-To-Guides on requesting license keys for each product group
Overview of license key application starting page

Select installation number using filters:
- Customer
- Product
- Installation Number:

Or enter the Installation/System number directly:

Select installation number by using filters (customer number or installation number) or enter the installation number or system number directly in the empty field.

Click Search to go back to http://support.sap.com/licensekey.

“Product” is a filter of the installation product types. It will not list every product in your contract. This field can be left as “Not applicable” so that all installation numbers are selectable.
Request a license key for a new system

Select installation number by using filters (customer number, product, installation number) or enter the installation number directly in the empty field.
Request a license key for a new system

Several functions are available:

- Add new system
- Filter list
- Sort list

Display license key information:
- Click on Licenses at the top right hand side
- Click License Key Information
- The display shows a list of products linked to this Installation Number for which license keys can be requested.
- The list includes possible components within these products and any possible restricted-use licenses.
Request a license key for a new system

Click again + to add a request

Select the requested Product and Version or enter the requested product in the field (e.g. enter ‘Business’ to reduce the list)

Click Continue
Request a license key for a new system

Select the requested Product and Version or enter the requested product in the field (e.g. enter 'Business' to reduce the list)

Click Continue
Request a license key for a new system

Select License Material, version and quantity and valid until date

Click Add
Request a license key for a new system

If necessary click + to add further requests to the system.
In case of a wrong input select the entry(ies) and click Remove.

License key request was successfully added → NO license key generation so far → please click Generate below.

Click Generate
Request a license key for a new system

<table>
<thead>
<tr>
<th>Installation 20618219</th>
</tr>
</thead>
<tbody>
<tr>
<td>System TES</td>
</tr>
</tbody>
</table>

Your license keys are listed below. You can request a license key email by selecting the relevant keys and clicking the email button below.

If you want to edit existing license keys or if you want to add additional license keys to the system, press the Edit button at the bottom of the screen, then check your system details and press the Continue button on the next screen.

For system deletion go to system data application in your ...

<table>
<thead>
<tr>
<th>License Keys (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>7018845</td>
</tr>
</tbody>
</table>

License keys are generated successfully. Most of the products do not have any waiting time.

You can mark this system as one of your favorites

Please copy the keycode below or send the license key to your email address. It is also possible to enter more than one email address.

Click Edit to change the system details or Click Back to go 1 step back or Click Cancel to go back to the starting page
Add additional license keys to an existing system

Recommendations when to use EDIT an existing system:
- when adding additional license keys for the same product version in the same deployment
- when returning/deleting an existing license key to request a new key
Add additional license keys to an existing system

Select the system you would like to edit or to add additional license keys
Add additional license keys to an existing system

<table>
<thead>
<tr>
<th>Material</th>
<th>Description</th>
<th>Version</th>
<th>Quantity</th>
<th>Date Created</th>
<th>Valid Until</th>
<th>License Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>7017697</td>
<td>SAP Crystal Reports (user)</td>
<td>2016</td>
<td>1</td>
<td>27-02-2019</td>
<td>Permanent</td>
<td><strong>[REDACTED]</strong></td>
</tr>
</tbody>
</table>

If you want to edit existing license keys or if you want to add additional license keys to the system, press the Edit button at the bottom of the screen, then check your system details and press the Continue button on the next screen.
Add additional license keys to an existing system

<table>
<thead>
<tr>
<th>Edit System Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Product:</strong></td>
</tr>
<tr>
<td><strong>Version:</strong></td>
</tr>
<tr>
<td><strong>System Number:</strong></td>
</tr>
<tr>
<td><strong>System ID:</strong></td>
</tr>
<tr>
<td><strong>System Name:</strong></td>
</tr>
<tr>
<td><strong>System Type:</strong></td>
</tr>
<tr>
<td><strong>Operating System:</strong></td>
</tr>
</tbody>
</table>

[Click Continue] [Continue] [Cancel]
Add additional license keys to an existing system

<table>
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<tr>
<th>License Keys (1)</th>
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<th>Date Created</th>
<th>Valid</th>
<th>Add License Key</th>
</tr>
</thead>
<tbody>
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<td>SAP Crystal Reports (user)</td>
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<td>1</td>
<td>27-02-2019</td>
<td>Permanent</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Add additional license keys to an existing system

When you have selected + on the previous page to add additional license keys please enter the License material, version and quantity and click Add.

Material*: 7016164 SAP Lumira, desktop edition (Licensed = 10)
Version: V2.0 (Remaining number = 10)
Number of Licenses*: 1
Valid Until*: 31-12-9999

Click Continue
# Add additional license keys to an existing system

To add a new key request to this system please click the + icon. To change an existing license key below, click the pencil icon. To delete an existing license key, check the box to the left of the line item and hit the trash can icon.

<table>
<thead>
<tr>
<th>License Keys (2)</th>
<th>Material</th>
<th>Description</th>
<th>Version</th>
<th>Number of Licenses</th>
<th>Date Created</th>
<th>Valid Until</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ 7016164</td>
<td>SAP Lumira, desktop edition</td>
<td>2.0</td>
<td>1</td>
<td>Permanent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ 7017697</td>
<td>SAP Crystal Reports (user)</td>
<td>2016</td>
<td>1</td>
<td>Permanent</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The additional license key is shown → NO license key are generated so far → please click on Generate

Click Generate
Add additional license keys to an existing system

Your license keys are listed below. You can request a license key email by selecting the relevant keys and clicking the email button below.

If you want to edit existing license keys or if you want to add additional license keys to the system, press the Edit button at the bottom of the screen, then check your system details and press the Continue button on the next screen.

For system deletion go to system data application in your Launchpad

<table>
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<tr>
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<td>SAP Lumira, desktop edition</td>
<td>V2.0</td>
<td>1</td>
<td>27-02-2019</td>
<td>Permanent</td>
<td>D429999999</td>
</tr>
</tbody>
</table>

Your license keys are listed now. You can copy the license key and you also have the option to request a license key email by selecting the relevant keys and clicking the email button.

Click Edit to change the system details again
or
Click Back to go 1 step back
or
Click Cancel to go back to the starting page
Edit license key for an existing system

Select installation number using filters

- Customer: Not applicable
- Product: Not applicable
- Installation Number: Not applicable

Or enter the installation number directly

Installation Number: Please select, type, or paste...

Select installation number by using filters (customer number, product, installation number) or enter the installation number directly in the empty field.

Click Search
**Edit license key for an existing system**

<table>
<thead>
<tr>
<th>SID</th>
<th>System Number</th>
<th>System Name</th>
<th>Product Version</th>
<th>System Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>A00</td>
<td>800234064</td>
<td></td>
<td>SAP BusinessObjects Dashboards 4.2</td>
<td>Productive System</td>
</tr>
<tr>
<td>A01</td>
<td>800234065</td>
<td></td>
<td>SAP BusinessObjects Explorer 4.2</td>
<td>Development system</td>
</tr>
<tr>
<td>A02</td>
<td>800234066</td>
<td></td>
<td>SAP Crystal Reports 2016</td>
<td>Productive System</td>
</tr>
<tr>
<td>TES</td>
<td>800234063</td>
<td></td>
<td>SAP BusinessObjects Business Intelligence platform 4.2</td>
<td>Productive System</td>
</tr>
</tbody>
</table>

Select the system you would like to edit or to add additional license keys
Edit license key for an existing system

Your license keys are listed below. You can request a license key email by selecting the relevant keys and clicking the email button below.

If you want to edit existing license keys or if you want to add additional license keys to the system, press the Edit button at the bottom of the screen, then check your system details and press the Continue button on the next screen.

For system deletion go to system data application in your Launchpad.

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<th>Valid Until</th>
<th>License Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>7018845</td>
<td>SAP BusinessObjects Enterprise, premium edition (user)</td>
<td>XI 4.2</td>
<td>1</td>
<td>26-02-2019</td>
<td>Permanent</td>
<td>□ Password hidden □</td>
</tr>
</tbody>
</table>

If you want to edit existing license keys or if you want to add additional license keys to the system, press the Edit button at the bottom of the screen, then check your system details and press the Continue button on the next screen.
Edit license keys for an existing system

**Edit System Details**

- **Product:** SAP BusinessObjects Business Intelligence platform
- **Version:** SAP BusinessObjects Business Intelligence platform 4.2
- **System Number:** B00254093
- **System ID:** TES
- **System Name:**
- **System Type:** Productive System
- **Operating System:** Microsoft Windows

**License Keys (1)**

<table>
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To add a new key request to this system please click the + icon. To change an existing license key below, click the pencil icon. To delete an existing license key, check the box to the left of the line item and hit the trash can icon.

Click **pencil** to change an existing system.
Edit license keys for an existing system

Make necessary changes e.g. change the valid until date to permanent

Please confirm with Yes or No
## Edit license keys for an existing system

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<tr>
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<td>7018845</td>
<td>SAP BusinessObjects Enterprise, premium edition (user)</td>
<td>XI 4.2</td>
<td>3</td>
<td>Permanent</td>
<td></td>
</tr>
</tbody>
</table>

Entry was updated successfully → NO license key generation so far → please click Generate
Edit license keys for an existing system

You can copy the license key or send it to your email address. It is also possible to send it to more than one email address.

License Key was successfully generated

Click Edit to change the system details again or
Click Back to go 1 step back or
Click Cancel to go back to the starting page
Delete a license key

Select installation number using filters:

- Customer: Not applicable
- Product: Not applicable
- Installation Number: Not applicable

Or enter the installation number directly:

Installation Number: Please select, type, or paste...

Select installation number by using filters (customer number, product, installation number) or enter the installation number directly in the empty field.

Click Search
Delete a license key

<table>
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<td></td>
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<td>Productive System</td>
</tr>
</tbody>
</table>

Select the system in which you would like to delete a license key
Delete a license key

Your license keys are listed below. You can request a license key email by selecting the relevant keys and clicking the email button below.

If you want to edit existing license keys or if you want to add additional license keys to the system, press the Edit button at the bottom of the screen, then check your system details and press the Continue button on the next screen.

*For system deletion go to system data application in your Launchpad*

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<tr>
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<td>7017705</td>
<td>SAP BO Dashboards (user)</td>
<td>XI 4.2</td>
<td>2</td>
<td>27-02-2019</td>
<td>Permanent</td>
<td>[Black Field]</td>
</tr>
</tbody>
</table>
Delete a license key

To add a new key request to this system please click the + icon. To change an existing license key below, click the pencil icon. To delete an existing license key, check the box to the left of the line item and hit the trash can icon.

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<th>License Keys (1)</th>
</tr>
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<tbody>
<tr>
<td>Material</td>
</tr>
<tr>
<td>------------</td>
</tr>
<tr>
<td>7017705</td>
</tr>
</tbody>
</table>

Mark the boxes

Click to delete the marked license keys
Delete a license key

Are you sure you want to delete this license? Click 'YES' to confirm. Click the 'Generate' button once you are finished making all changes.

Selected license key has been deleted

Click Generate to complete the process and to view the existing keys

Please confirm your decision with Yes or No

Yes  No
Delete a license key

1. Installations 2. Systems 3. Details

Installation 20638219
System A00

No license keys have been generated for this system so far. If you wish to generate additional license keys in this system, click the 'Edit' button below, check your system details and click the 'Continue' button. This will bring you to the screen where new license keys can be generated.

For system deletion go to system data application in your Launchpad

License Keys

<table>
<thead>
<tr>
<th>Material</th>
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<th>Version</th>
<th>Quantity</th>
<th>Date Created</th>
<th>Valid Until</th>
<th>License Key</th>
</tr>
</thead>
</table>

License keys have not yet been generated for this system.

Click Edit to change the system details again
or
Click Back to go to the systems list
or
Click Cancel to go back to the starting page
Here is some further information to assist you

- For details on how to request SAP Business Suite license keys and delete systems, see SAP Note 94998
- For details on how to install SAP Business Suite license key, see SAP Note 870871
- For details on how to request and install SAP HANA license key, see SAP Note 1644792
- For details on how to create temporary licenses after swapping hardware, see SAP Note 1349525
- Learn more about necessary steps to request a license key in our ‘How to documents’ go to http://support.sap.com/licensekey
- To find further information go to http://support.sap.com/licensekey and select button ‘Help’
- To contact your nearest Customer Interaction Center go to http://support.sap.com/supportcenters
- To open a support message go to http://support.sap.com/message
  For SAP Business Suite license keys support open a case on component XX-SER-LIKEY
- To maintain system data go to http://support.sap.com/system-data
  For assistance with access levels or content of your SMP account open a case on component XX-SER-SAPSM-SYS
- To maintain S-user data and authorizations go to http://support.sap.com/user-admin
  For assistance with access levels or content of your SMP account open a case on component XX-SER-SAPSM-USR
- To create or delete installations go to http://support.sap.com/inst-data

* Customer Interaction Center (CIC) work out of main centers around the world, serving our customers worldwide in their local language.