

Guide

Novell® Novell Customer Center

2.3

April 8, 2009

www.novell.com



Legal Notices

Novell, Inc., makes no representations or warranties with respect to the contents or use of this documentation, and specifically disclaims any express or implied warranties of merchantability or fitness for any particular purpose. Further, Novell, Inc., reserves the right to revise this publication and to make changes to its content, at any time, without obligation to notify any person or entity of such revisions or changes.

Further, Novell, Inc., makes no representations or warranties with respect to any software, and specifically disclaims any express or implied warranties of merchantability or fitness for any particular purpose. Further, Novell, Inc., reserves the right to make changes to any and all parts of Novell software, at any time, without any obligation to notify any person or entity of such changes.

Any products or technical information provided under this Agreement may be subject to U.S. export controls and the trade laws of other countries. You agree to comply with all export control regulations and to obtain any required licenses or classification to export, re-export or import deliverables. You agree not to export or re-export to entities on the current U.S. export exclusion lists or to any embargoed or terrorist countries as specified in the U.S. export laws. You agree to not use deliverables for prohibited nuclear, missile, or chemical biological weaponry end uses. See the [Novell International Trade Services Web page \(http://www.novell.com/info/exports/\)](http://www.novell.com/info/exports/) for more information on exporting Novell software. Novell assumes no responsibility for your failure to obtain any necessary export approvals.

Copyright © 2004-2009 Novell, Inc. All rights reserved. No part of this publication may be reproduced, photocopied, stored on a retrieval system, or transmitted without the express written consent of the publisher.

Novell, Inc., has intellectual property rights relating to technology embodied in the product that is described in this document. In particular, and without limitation, these intellectual property rights may include one or more of the U.S. patents listed on the [Novell Legal Patents Web page \(http://www.novell.com/company/legal/patents/\)](http://www.novell.com/company/legal/patents/) and one or more additional patents or pending patent applications in the U.S. and in other countries.

Novell, Inc.
404 Wyman Street, Suite 500
Waltham, MA 02451
U.S.A.
www.novell.com

Online Documentation: To access the latest online documentation for this and other Novell products, see the [Novell Documentation Web page \(http://www.novell.com/documentation\)](http://www.novell.com/documentation).

Novell Trademarks

For a list of Novell trademarks, see the [Novell Trademark and Service Mark list \(http://www.novell.com/company/legal/trademarks/tmlist.html\)](http://www.novell.com/company/legal/trademarks/tmlist.html).

Third-Party Materials

All third-party trademarks are the property of their respective owners.

Contents

About This Guide	7
1 Introducing Novell Customer Center	9
1.1 System Requirements	9
1.2 Who Should Use Novell Customer Center?	10
1.3 Key Features and Benefits	10
1.3.1 Key Features and Benefits for Purchasers	11
1.3.2 Key Features and Benefits for IT Managers	11
1.3.3 Key Features and Benefits for System Administrators	11
1.4 Future Enhancements	11
1.5 You Are in Control of Collected Data	12
2 Administering Your Novell Customer Center Account	13
2.1 Managing Your Account	13
2.1.1 Creating an Account	13
2.1.2 Logging In to Novell Customer Center	15
2.1.3 Managing Account Information	16
2.1.4 Receiving Notifications	18
2.2 Working with Organizations	19
2.2.1 How Organizations Are Created for You	20
2.2.2 Belonging to Multiple Organizations	20
2.2.3 Updating Organization Address Information	20
2.2.4 Viewing Another Organization	22
2.2.5 Requesting Access to an Organization's Account	22
2.3 Working with Users	23
2.3.1 Viewing User Information	24
2.3.2 Adding an Organization Administrator or an Organization User to an Organization	25
2.3.3 Removing Users from an Organization	26
2.3.4 Editing a User	28
2.4 Managing User Groups	29
2.4.1 Viewing User Groups	29
2.4.2 Creating, Editing, or Deleting a User Group	30
2.4.3 Adding Users to a Group	31
2.4.4 Removing Users from a Group	33
3 Managing Products and Systems	35
3.1 Managing Products and Subscriptions	35
3.1.1 Managing Products and Subscriptions	36
3.1.2 Creating a Product or Subscription Group	51
3.1.3 Adding a Product or Subscription to a Group	52
3.1.4 Setting User Entitlements for a Subscription	53
3.1.5 Restricting Activation Rights for a Subscription	55
3.1.6 Downloading Patches and Updates	56
3.2 Managing Systems	58
3.2.1 Viewing Your Installed Systems	58
3.2.2 Activating a System	59
3.2.3 Moving a System to a New Subscription	60
3.2.4 Placing Systems in Groups	61

3.2.5	Viewing Information About a System	63
3.2.6	Editing System Properties	64
3.2.7	Downloading Patches and Updates	66
3.3	Monitoring Contract History	68
3.4	Viewing an Organization's Order History	69
3.5	Working with Quotes	70
3.5.1	Viewing Details about a Quote	71
3.5.2	Accepting a Quote	72
3.5.3	Requesting Help	74

4 Managing Maintenance Support Benefits 77

A Documentation Updates 79

A.1	April 8, 2009	79
A.2	February 4, 2008	79
A.3	April 24, 2007	79
A.4	March 14, 2007	79
A.5	September 14, 2006	79

About This Guide

This guide is designed to introduce you to the main features of Novell® Customer Center and show you how to configure it to meet your personal needs and preferences.

This guide contains the following sections:

- ♦ Chapter 1, “Introducing Novell Customer Center,” on page 9
- ♦ Chapter 2, “Administering Your Novell Customer Center Account,” on page 13
- ♦ Chapter 3, “Managing Products and Systems,” on page 35
- ♦ Chapter 4, “Managing Maintenance Support Benefits,” on page 77
- ♦ Appendix A, “Documentation Updates,” on page 79

Audience

This guide is intended for the people responsible for purchasing and maintaining Novell products for an organization.

Feedback

We want to hear your comments and suggestions about this manual and the other documentation included with this product. Please use the User Comments feature at the bottom of each page of the online documentation, or go to the [Novell Documentation Feedback site \(http://www.novell.com/documentation/feedback.html\)](http://www.novell.com/documentation/feedback.html) and enter your comments there.

Documentation Updates

For the latest version of this documentation, see the [Novell Documentation Web site \(http://www.novell.com/documentation/ncc\)](http://www.novell.com/documentation/ncc).

Documentation Conventions

In Novell documentation, a greater-than symbol (>) is used to separate actions within a step and items in a cross-reference path.

A trademark symbol (®, ™, etc.) denotes a Novell trademark. An asterisk (*) denotes a third-party trademark.

Introducing Novell Customer Center

1

Novell® Customer Center is an online tool that makes it easier for you to manage your business and technical interactions with Novell. From one location, you can do the following:

- ♦ Review the status of supported Novell products, subscriptions, and services
- ♦ Obtain support
- ♦ Get Linux* updates and patches

The core functionality and data of the Novell Customer Care and SUSE® Linux portals have been consolidated into the Novell Customer Center. Novell Customer Center brings together Novell customer information to provide an overview of contracts, licenses, subscriptions, and product entitlements. As a result, you can better manage your subscriptions, ensure licensing compliance, and simplify patch acquisition and update processes.

Currently, you can use Novell Customer Center to manage the following products:

- ♦ SUSE Linux Enterprise Desktop 10
- ♦ SUSE Linux Enterprise Server 10

Although customers can see information about many Novell products within Novell Customer Center, the activation, registration, and subscription management features presented in this guide are only enabled for the products listed above. Novell plans to add additional management features and supported products in the future.

This section includes the following information:

- ♦ [Section 1.1, “System Requirements,” on page 9](#)
- ♦ [Section 1.2, “Who Should Use Novell Customer Center?,” on page 10](#)
- ♦ [Section 1.3, “Key Features and Benefits,” on page 10](#)
- ♦ [Section 1.4, “Future Enhancements,” on page 11](#)
- ♦ [Section 1.5, “You Are in Control of Collected Data,” on page 12](#)

1.1 System Requirements

You can access Novell Customer Center with any Internet browser that supports Asynchronous JavaScript* and XML (AJAX), XHTML, and CSS. This includes the following:

- ♦ Firefox* 1.0 and later
- ♦ Internet Explorer* 5.0 and later
- ♦ Opera* 7.6 and later
- ♦ Netscape* 7.1 and later
- ♦ Safari* 1.2 and later

NOTE: In order to download the DVD images for SUSE Linux Enterprise Server and SUSE Linux Enterprise Desktop, you must use Firefox 1.5 or later, a download manager if using other browsers, or wget version 1.10. Only Firefox 1.5 or later supports file downloads over 2 GB.

1.2 Who Should Use Novell Customer Center?

Novell Customer Center focuses on the following people:

- ♦ Purchasers of SUSE Linux Enterprise products
- ♦ IT managers
- ♦ System administrators
- ♦ Resellers

However, anyone responsible for purchasing, installing, or updating SUSE Linux products can benefit from Novell Customer Center if they are given access rights by an Organization Administrator, who is the administrative user of the account or another user with the same rights. If you do not know who this user is, contact your internal support organization.

Novell Customer Center defines five types of users:

- ♦ **Organization Administrators** control rights for the entire organization. They can add users, groups, and other administrators, and they have administrative rights to all subscriptions for that organization.
- ♦ **Group Administrators** have administrative rights within a group of subscriptions that was created by the Organization Administrator.
- ♦ **Organization Users** have limited organization-level access to view all data and perform limited actions.
- ♦ **Group Users** have limited group-level access to view all data and perform all actions for the specified group.
- ♦ **Entitled Users** have activated a system by using a subscription owned by the organization or have been granted rights to other subscriptions by a Group or Organization Administrator. User access to the site is limited to information about that particular system unless the Group or Organization Administrator grants rights to other subscriptions or systems.

To access Novell Customer Center, you need a Novell Login account. To see information about your account or subscription, you either need to register the product or ask an Organization Administrator to give you access to the information about the organization. For information about logging on to your account and managing information, see [Section 2.1, “Managing Your Account,” on page 13](#).

1.3 Key Features and Benefits

When you install a SUSE Linux Enterprise product such as SUSE Linux Enterprise Server or SUSE Linux Enterprise Desktop, the install process provides an opportunity to automatically register the system with Novell Customer Center. Registering helps you lower your product maintenance cost by providing the following features:

- ♦ An overview of supported products in an organization
- ♦ Patches and updates for shipping Linux products from Novell
- ♦ An order history for Novell products, subscriptions, and services

- ♦ You can work more productively
- ♦ You can lower system management costs
- ♦ You can make better business decisions
- ♦ Entitlement visibility for new SUSE Linux Enterprise products
- ♦ An overview of your Linux subscription renewal status
- ♦ Subscription renewals from Novell or its partners

You can access this information about any SUSE Linux Enterprise product you have purchased.

1.3.1 Key Features and Benefits for Purchasers

If you are responsible for purchasing Novell products, Novell Customer Center helps you do the following:

- ♦ Review purchases
- ♦ Renew subscriptions
- ♦ See entitlements
- ♦ Review expiration dates

1.3.2 Key Features and Benefits for IT Managers

If you are an IT manager, Novell Customer Center helps you do the following:

- ♦ Compare active server licenses
- ♦ Make licensing adjustments
- ♦ Register products automatically

1.3.3 Key Features and Benefits for System Administrators

If you are a system administrator, Novell Customer Center helps you do the following:

- ♦ Monitor status of installed systems
- ♦ View operating system information
- ♦ View subscription information and licensing costs

1.4 Future Enhancements

Novell Customer Center will be expanded in the future to provide even more features and benefits. Some of the enhancements planned for the future include the following:

- ♦ Tools to help plan purchases
- ♦ Synchronization of renewal dates
- ♦ Additional notification management
- ♦ Integrated Xen* virtual image awareness
- ♦ Integration with Novell Support

1.5 You Are in Control of Collected Data

When you register systems in Novell Customer Center, only information about each system you register is collected. No additional data is collected. This data is stored securely and used by Novell to support you as a customer. Nobody else, including your sales representative, can view this information unless you give them access.

Administering Your Novell Customer Center Account

2

After you have created an account in Novell® Customer Center and are specified as an Organization Administrator, you can add and manage users and control their access to your information.

This section includes the following topics:

- ♦ [Section 2.1, “Managing Your Account,” on page 13](#)
- ♦ [Section 2.2, “Working with Organizations,” on page 19](#)
- ♦ [Section 2.3, “Working with Users,” on page 23](#)
- ♦ [Section 2.4, “Managing User Groups,” on page 29](#)

2.1 Managing Your Account

Novell Customer Center provides the following account management tasks:

- ♦ [Section 2.1.1, “Creating an Account,” on page 13](#)
- ♦ [Section 2.1.2, “Logging In to Novell Customer Center,” on page 15](#)
- ♦ [Section 2.1.3, “Managing Account Information,” on page 16](#)
- ♦ [Section 2.1.4, “Receiving Notifications,” on page 18](#)

2.1.1 Creating an Account

You must have a Novell Login account to log in to Novell Customer Center. A Novell Login account provides access to several Novell services, including Novell Customer Center.

You might already have a Novell Customer Center account under the following circumstances:

- ♦ You have installed a system without an activation code or downloaded an evaluation activation code. The first time you install a supported product and choose to register it with Novell Customer Center without an activation code, an account is created for the e-mail address you enter during the registration process. Any additional products you register for that e-mail address or download when logged in are automatically added to your account.
- ♦ You are listed as the contact on a sales order to Novell. Your account is created in the organization representing the company on the order.
- ♦ You are added as an entitled user or Organization Administrator by another Organization Administrator. Your account is registered as a member of that organization.

NOTE: You can be a member of multiple organizations, including the one that was created when you created your Novell account and any others that you are added to by that organization’s administrator or automatically assigned to you based on a purchase.

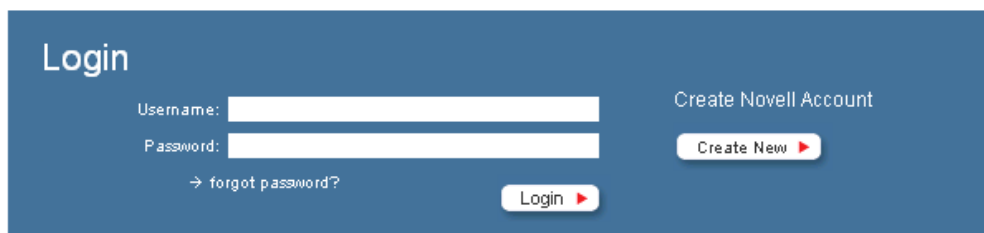
If you do not have an account, you must create one the first time you log in to Novell Customer Center.

To create a Novell Login account:

- 1 Go to the [Novell Customer Center Login Web page \(http://www.novell.com/center\)](http://www.novell.com/center).

Novell Login

Authentication is required to access this page or file. → [what does this mean?](#)

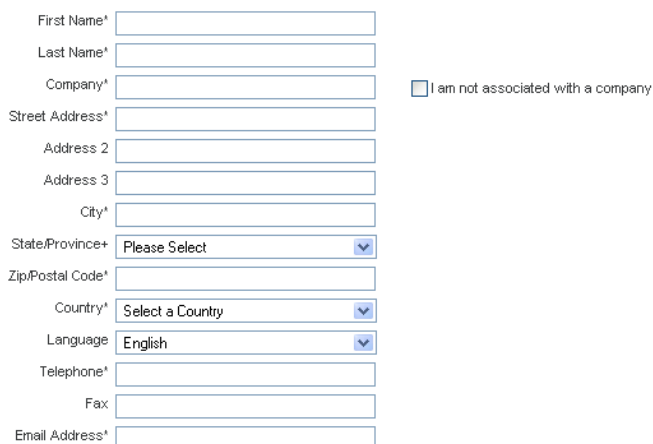
A screenshot of the Novell Login page. It has a dark blue header with the word "Login" in white. Below the header, there are two white input fields for "Username:" and "Password:". To the right of these fields is a link "Create Novell Account" and a button "Create New" with a red arrow. Below the password field is a link "→ forgot password?". At the bottom center is a "Login" button with a red arrow.

- 2 Click *Create New*, which is to the right of the account login fields.

Novell Login

The first step to creating an account is to enter your basic profile information. → [Help](#)

Basic Information

A screenshot of the "Basic Information" form. It contains several input fields: "First Name*", "Last Name*", "Company*", "Street Address*", "Address 2", "Address 3", "City*", "State/Province+" (a dropdown menu with "Please Select"), "Zip/Postal Code*", "Country*" (a dropdown menu with "Select a Country"), "Language" (a dropdown menu with "English"), "Telephone*", "Fax", and "Email Address*". To the right of the "Company*" field is a checkbox labeled "I am not associated with a company".

Certain Novell web sites require that your email be validated before you can access these sites. Once your account has been created you will receive an email message with details on how to validate your email address.

* Required Fields

+ Required in the United States and Canada

Login Information

Username*

Password*

Repeat Password*

Your password must contain at least 6 characters and must contain at least one letter and one numeric or punctuation character.

Security Question*

Security Answer*

Repeat Security Answer*

- 3 Fill in the required information and click *Create Login*.

Your Novell Login account is created.

After you have a Novell Login Account, you can log in to Novell Customer Center.

2.1.2 Logging In to Novell Customer Center

- 1 Go to the [Novell Customer Center Login Web page \(http://www.novell.com/center\)](http://www.novell.com/center).
- 2 Enter your Novell Login name and password.

You must have a Novell Login account to be able to access Novell Customer Center. If you do not have an account, click *Create New* and follow the instructions in [Section 2.1.1, “Creating an Account,”](#) on page 13.

- 3 Click *Login*.

Customer Center Home

My Profile

My Products

My Support

My Training

Administration

Novell Customer Center

Ed Newman, Provo, UT - Edit Personal Profile

Welcome, click here to take a [tour of Novell Customer Center](#). →

We hope the Novell Customer Center will help you get added value from the products and services you have purchased.

Feel free to contact us if you have any questions in using the Customer Center. Contact information is provided for your convenience in the left column of every page. Please let us know via the feedback link on the bottom of the page if you have comments or suggestions for improvement.

555 Music Lane Provo, UT (100)

<< Select an Organization to Manage

My Products

Total: 7

Active: 1

Evaluation: 0

Move Pending: 0

Expired: 6

Systems

Total: 15

Active: 15

Evaluation: 0

Needs Activation: 0

Order Tracking

Deliveries Pending: 0

Recent Orders: 0

Alerts

1 Subscriptions to renew.

6 Subscriptions have expired.

My Contacts

Account Rep:

Customer Response Center

800-529-3400

Service Rep:

America's Support Center

1-800-858-4000 (US)

1-801-861-4000 (outside US)

support.novell.com

Find Local Numbers

Request call

Buy

Promotions

01 Novell Teaming + Conferencing

is now available for purchase. If you own Novell Open Workgroup Suite, don't miss out on the opportunity to purchase this new product at a discounted price!

Quicklinks

Cool Solutions

KnowledgeBase

Service Requests

Patches and Updates

Certified Partner Products

Software and Hardware Certification Database

Enhancement Requests (en)

This screen shows you a snapshot of your products and subscriptions, systems, order history, and alerts. On the left is a list of menu items you'll use to navigate within Novell Customer Center. Click *Customer Center Home* at the top of the menu list to return to the home page.

There are four areas of information:

- ♦ **My Products.** This area gives you an overview of your purchased products and subscriptions. For more information, see [Section 3.1, "Managing Products and Subscriptions,"](#) on page 35.
- ♦ **Systems.** This area gives you an overview of your systems. For more information, see [Section 3.2, "Managing Systems,"](#) on page 58.
- ♦ **Order Tracking.** This area shows you the number of deliveries that are pending and your recent orders. For more information, see [Section 3.4, "Viewing an Organization's Order History,"](#) on page 69.
- ♦ **Alerts.** This area shows you if you have subscriptions to renew or moves to approve. For more information, see ["Monitoring Product and Subscription Renewals"](#) on page 39.

You can click each heading for more detailed information, or you can use the menu on the left to navigate Novell Customer Center.

2.1.3 Managing Account Information

Your personal account information includes details such as your name and contact information. This information is stored as part of your Novell Login account.

To edit your account information:

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, "Logging In to Novell Customer Center,"](#) on page 15.

16 Novell Customer Center User Guide

2 Click *My Profile* > *Login Profile* in the left navigation frame.

Novell. Software for the Open Enterprise™ Choose Country - English Search

Products & Solutions Services & Support Partners & Communities Download Logout

Edit My Profile

Ed Newman, Novell Music

You can edit your Novell Login information here. When finished, click the Save button to apply your changes or the Cancel button to revert to previously saved data. → Help

Basic Information

First Name* Ed

Last Name* Newman

Job Title* CIO

Company* Novell Music ☐ I am not associated with a company

Street Address* 555 Music Lane

City* Provo

State/Province* UT (Utah - USA)

Zip/Postal Code* 84606

Country* United States

Language* English

Telephone* 555-5555

Fax*

Email* ednewman@novellmusic.com Status: **Not Validated**

When you enter a new email address you will be sent a confirmation email with details on how to re-validate your email address.

Login Information

Username admin_cc11

Password*

Repeat Password*

Your password must contain at least 6 characters and must contain at least one letter and one numeric or punctuation character.

Security Question* novell

Security Answer*

Repeat Security Answer*

Save Cancel

3 Edit your information as desired.

The *Status* message next to the e-mail field lets you know if the e-mail address has been validated. To validate an e-mail address, click *Validate e-mail* in the left navigation frame, then follow the instructions. You can also click *My Profile* > *Validate e-mail* in the left navigation frame on the home page.

4 Click *Save*.

2.1.4 Receiving Notifications

You can receive notifications for patch availability, certain actions within Novell Customer Center, and new software availability. This section includes information on the following tasks:

- ♦ “Selecting Notifications” on page 18
- ♦ “Selecting Notifications Based on Products” on page 19

Selecting Notifications

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,”](#) on page 15.
- 2 Click *My Profile* > *Notifications* in the left navigation frame.

The screenshot shows the Novell Customer Center interface. The top navigation bar includes the Novell logo, a search bar, and links for Products & Solutions, Services & Support, Partners & Communities, Download, and Logout. The left sidebar contains links for Customer Center Home, My Profile, My Products, My Support, My Training, and Administration. The main content area is titled 'My Notifications' and includes a sign-up prompt. Below this is the 'Global Settings' section, which allows users to choose their region (North America) and default notification format (HTML or Text). The 'Notifications' section is divided into three parts: Patches (with options for Daily updates and Security Bulletins), Customer Center (with options for Add Entitled Product User, Move Product, and Evaluation Expiration), and Newsletters (with an option for New software email notices). Each section has a 'Choose Products' link. The footer includes contact information for the Account Rep, Service Rep, and a support website.

- 3 Fill in the required information.

Global Settings. Select your region and format for the notification.

Notifications. Select which notifications you want to receive and how often.

- ♦ Patches. Select whether you want to receive patch notifications and security bulletins and how often you want to receive them.
- ♦ Customer Center. Selecting one of these options allows you to receive notifications for all products for organizations in which you are an organization administrator. Select whether you want to receive notifications when
 - ♦ An entitled product user is added. You can also monitor the addition of entitled users to specific products. See [“Selecting Notifications Based on Products”](#) on page 19.

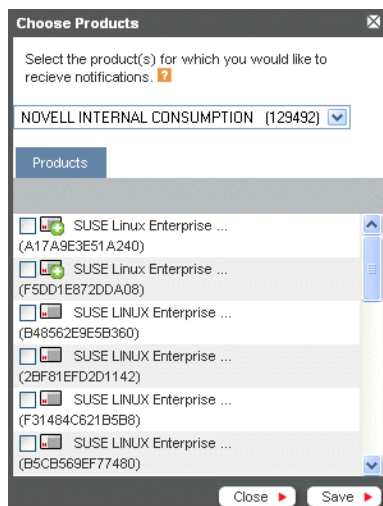
- ♦ A request to access a locked product is made. You can also monitor these types of request by product. See [“Selecting Notifications Based on Products” on page 19](#).
- ♦ A request to move a product. You can also monitor move requests by product. See [“Selecting Notifications Based on Products” on page 19](#).
- ♦ A product evaluation is about to expire.
- ♦ A product is about to expire.

Newsletters. Select whether you want to receive e-mail notices of new software availability. Click *Novell Software Downloads* for latest software revisions.

4 Click *Save*.

Selecting Notifications Based on Products

- 1 Open the Notifications page as described in [“Selecting Notifications” on page 18](#).
- 2 After you have selected one of the notification choices that allow product-specific notification, click *Choose Products*.



- 3 Select an organization from the drop-down menu.
- 4 Select the products you want to monitor.
- 5 Click *Save*.
- 6 Click *Save* on the My Notifications page.

2.2 Working with Organizations

If you are an Organization Administrator, you can specify who has access to information about products, subscriptions, and other services that are listed for your organization. For information on adding organization administrators, see [Section 2.3.2, “Adding an Organization Administrator or an Organization User to an Organization,” on page 25](#).

The following sections provide more information:

- ♦ [Section 2.2.1, “How Organizations Are Created for You,” on page 20](#)
- ♦ [Section 2.2.2, “Belonging to Multiple Organizations,” on page 20](#)

- ♦ [Section 2.2.3, “Updating Organization Address Information,” on page 20](#)
- ♦ [Section 2.2.4, “Viewing Another Organization,” on page 22](#)
- ♦ [Section 2.2.5, “Requesting Access to an Organization’s Account,” on page 22](#)

2.2.1 How Organizations Are Created for You

In Novell Customer Center, accounts are placed into organizations. For example, an organization can represent a company and contain the systems and subscriptions registered to that company.

When you create a Novell Login account, you are added to a company’s organization if either of the following is true:

- ♦ The subscription was purchased under a Novell contract (xLA) tied to that company
- ♦ An Organization Administrator added you as an Entitled User, a Group Administrator, or an Organization Administrator

An organization is created for you if you

- ♦ Register an evaluation product
- ♦ Purchase an OEM or Red Box product and install it
- ♦ Don’t enter a code upon registration

2.2.2 Belonging to Multiple Organizations

A user can be associated with multiple organizations in Novell Customer Center. This is useful, for example, if a reseller needs to use a single Novell Customer Center login to view and manage information for multiple customers.

A user’s role and access to information changes when switching to a different organization, based on the user’s assigned roles in that organization. For information about the available roles, see [Section 1.2, “Who Should Use Novell Customer Center?,” on page 10](#).

For information about how to switch to another organization, see [Section 2.2.4, “Viewing Another Organization,” on page 22](#).

2.2.3 Updating Organization Address Information

To change the address information for an organization:

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,” on page 15](#).
- 2 Click *Administration > Organizations* in the left navigation frame.
- 3 Select an organization.

EDNEWMAN-PERSONAL, Detail

Ed Newman

Here you will find detailed information regarding this organization, its users, contracts and contacts.

Overview

Users

Contracts

Back to List

Remove Organization

Organization Information [\(Edit\)](#)

Name	EDNEWMAN-PERSONAL
Address	555 Homestrech Rd
City	New York
State/Province	New York
Zip/Postal Code	12345
Country	United States
Organization ID#	UC94389

User Summary [\(Edit\)](#)

Total	2
Organization Administrators	2
Group Administrators	0
Basic Users	0

Contracts [\(View\)](#)

Current	0
Pending	0
Expired	0
Terminated	0

- Click *Edit* or *Request Change* next to the *Organization Information* heading.

Whether you see *Request Change* or *Edit* depends on the way your account was created. When you click the *Request Change* link and change your organization information, your changes are submitted to the appropriate team at Novell for review prior to being displayed in Novell Customer Center. When you click *Edit*, your changes are made directly.

Request Change

To update your organization's information, please fill out the form below and press the Send button. ?

Name: NOVELL MUSIC INC

Address: 555 Music Lane

City: Provo

State/Province: UT

Zip/Postal Code: 84606

Country: United States

Reason for requesting change:

Send

- Fill in the form with the new information, then click *Save* (or *Send*).

2.2.4 Viewing Another Organization

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,”](#) on page 15.

The screenshot displays the Novell Customer Center interface. At the top, it says "Novell Customer Center" and "Ed Newman, Provo, UT - Edit Personal Profile". Below this, a welcome message and a link to take a tour are shown. A navigation menu on the left includes "Customer Center Home", "My Profile", "My Products", "My Support", "My Training", and "Administration". A dropdown menu for organization selection is set to "555 Music Lane Provo, UT (100)". Below the dropdown, there are three main data tables: "My Products", "Systems", and "Order Tracking". The "My Products" table shows 7 total products, with 1 active, 0 evaluations, 0 move pending, and 6 expired. The "Systems" table shows 15 total systems, with 15 active, 0 evaluations, and 0 needs activation. The "Order Tracking" table shows 0 deliveries pending and 0 recent orders. An "Alerts" section on the right indicates 1 subscription to renew and 6 subscriptions that have expired. At the bottom, there are sections for "Promotions" (01 Novell Teaming + Conferencing) and "Quicklinks" (Cool Solutions, KnowledgeBase, Service Requests, Patches and Updates, Certified Partner Products, Software and Hardware Certification Database, Enhancement Requests).

My Products	Systems	Order Tracking	Alerts
Total: 7	Total: 15	Deliveries Pending: 0	1 Subscriptions to renew.
Active: 1	Active: 15	Recent Orders: 0	6 Subscriptions have expired.
Evaluation: 0	Evaluation: 0		
Move Pending: 0	Needs Activation: 0		
Expired: 6			

If you are a member of only one organization, the name of the organization appears on the Novell Customer Center home page, above the information for that organization. In this case, you cannot view another organization.

If you are a member of multiple organizations, a drop-down menu allows you to select the organization you want to view.

- 2 Select the organization you want to view from the drop-down menu.

The new page shows the information for the selected organization. Your role and access to information in this organization changes based on your assigned rights for this organization.

NOTE: You can switch to another organization from within several Novell Customer Center pages. For example, if you are viewing the systems for one of your organizations, you can use the drop-down menu on the Systems page to switch to the system information for another organization.

2.2.5 Requesting Access to an Organization’s Account

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,”](#) on page 15.
- 2 If you are a member of more than one organization, select *Request Access Form* from the organization drop-down list on any page showing the *Select an Organization to Manage* field.
or

If you are a member of only one organization, click *Administration > Organization* in the left navigation frame, then select *Click here to request access to an organization*.

Request Access Form

Mongoose admin, Provo, UT

Please use this form to request access to an organization's account. Your request will be reviewed and processed during regular business hours and you will be notified upon completion. If you need to access your account immediately, we recommend you contact your Organization Administrator.

Request Contact (* Denotes required fields)

First Name*	<input type="text" value="James"/>
Last Name*	<input type="text" value="Smith"/>
Email*	<input type="text" value="jsmith@company.com"/>
Phone	<input type="text"/>

Organization Information (* Denotes required fields)

Access Level	<input type="text" value="Organization Administrator"/>	?
Organization Name*	<input type="text"/>	
Address 1*	<input type="text"/>	
Address 2	<input type="text"/>	
City*	<input type="text"/>	
State/Province	<input type="text" value="-- Select State / Province --"/>	
Zip/Postal Code*	<input type="text"/>	
Country*	<input type="text" value="-- Select Country --"/>	
Contract Number	<input type="text"/>	
Sales Order Number	<input type="text"/>	
Reason for Request / Additional Information	<div>(Limit 1000 characters)</div> <div><div></div><div>0/1000</div></div>	

3 Fill in the fields.

Fields marked with an asterisk are required.

4 Click *Submit*.

The request is submitted and you are notified by e-mail if access has been granted.

2.3 Working with Users

In many organizations, more than one person needs access to system information. For example, the organization's purchasers and IT administrators might also need information about the organization's account.

Novell Customer Center defines five types of users:

- ♦ **Organization Administrators** control rights for the entire organization. They can add users, groups, and other administrators, and they have administrative rights to all subscriptions for that organization.

- ♦ **Group Administrators** have administrative rights within a group of subscriptions that was created by the Organization Administrator.
- ♦ **Organization Users** have limited organization-level access to view all data and perform limited actions.
- ♦ **Group Users** have limited group-level access to view all data and perform all actions for the specified group.
- ♦ **Entitled Users** have activated a system by using a subscription owned by the organization or have been granted rights to other subscriptions by a Group or Organization Administrator. User access to the site is limited to information about that particular system unless the Group or Organization Administrator grants rights to other subscriptions or systems.

This section describes the following tasks:

- ♦ [Section 2.3.1, “Viewing User Information,” on page 24](#)
- ♦ [Section 2.3.2, “Adding an Organization Administrator or an Organization User to an Organization,” on page 25](#)
- ♦ [Section 2.3.3, “Removing Users from an Organization,” on page 26](#)
- ♦ [Section 2.3.4, “Editing a User,” on page 28](#)

2.3.1 Viewing User Information

Only Organization Administrators or Organizational Users can see information about all users.

To view the Users page:

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,” on page 15](#).
- 2 Click *Administration > Organizations* in the left navigation frame. (This menu item is available only to Organization Administrators).
- 3 Select an organization.
- 4 Click the *Users* tab.

EDNEWMAN-NOVELLMUSIC-COM, User Management
Ed Newman, Provo, UT

This is a list of people who have access to this organization's data. Double-click on any line item to view details.

Overview **Users** Contracts Back to List

Filter this view: Name Contains ▶ ◀ +

	Name	Email
All	ednewman@novell.com	ednewman@novell.com
Administrators	samkenichi@novellmusic.com	samkenichi@novellmusic.com
	ednewman@novellmusic.com	ednewman@novellmusic.com



+ 🔍 3 Items

Export CSV file of this list

Users Legend

Organization Administrator
 Group Administrator
 Entitled User

Organization User
 Group User

- 5 (Optional) Use the filter to search for specific content, or click the column heading to reorder the list. The  icon to the right of the filter fields applies the filter; the  icon clears it.
- 6 (Optional) Click *Export CSV file of this list* to create a CSV file.

2.3.2 Adding an Organization Administrator or an Organization User to an Organization

Novell Customer Center enables you to give access to your organization's information to anyone you choose. This can include co-workers, other interested people in your company, your Novell sales representatives, or resellers.

NOTE: You can add any user who has an e-mail address. However, to access Novell Customer Center, each user must have a Novell Login account using the e-mail address you have assigned. Users can create a Novell Login account the first time they access Novell Customer Center, as described in [Section 2.1.2, “Logging In to Novell Customer Center,” on page 15](#).




To add an Organization Administrator or Organization User:



- 1 Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,” on page 15](#).
- 2 Click *Administration > Organizations* in the left navigation frame.

My Organizations

Ed Newman, Provo, UT

These are the organizations for which you have rights to manage and view data. Double-click an organization to view more details, contacts, user directory and contracts. Double-click on any line item to view details. [Click here to request access to an organization.](#)

Filter this view			Organization	Contains				
Organization	Address	ID#						
EDNEWMAN-NOVELLMUSIC-COM	...	UC94389						
NOVELL MUSIC INC	555 Music Lane, Provo, UT, 84606, United States	100						
			2 Items					
			Export CSV file of this list					

- 3 (Optional) Use the filter to search for specific content, or click the column heading to reorder the list. The  icon to the right of the filter fields applies the filter; the  icon clears it.
- 4 In the *Organization* column, double-click the organization to which you want to add users.
- 5 Click the *Users* tab.

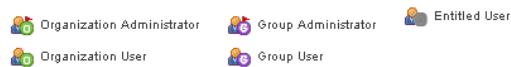
EDNEWMAN-NOVELLMUSIC-COM, User Management


Ed Newman, Provo, UT

This is a list of people who have access to this organization's data. Double-click on any line item to view details.

	Name	Email
All		ednewman@novell.com
Administrators		samkenichi@novellmusic.com
		ednewman@novellmusic.com

Users Legend



- 6 Click the *Add User*  button under the *Name* column.

Add User

You can give another person access to this organization's data by entering their email address below.

Email:

☒ Organization Administrator
☐ Organization User

Add

- 7 Specify the user's e-mail address and select *Organization Administrator* or *Organization User*.
- 8 Click *Add*.

The new user name appears in the user list, represented by the icon for that type of user. If the user doesn't have a Novell account, the new user is listed by e-mail only.

2.3.3 Removing Users from an Organization

To remove users who should no longer have access to your organization's information:

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, "Logging In to Novell Customer Center,"](#) on page 15.
- 2 Click *Administration > Organizations* in the left navigation frame.

My Organizations

Ed Newman, Provo, UT

These are the organizations for which you have rights to manage and view data. Double-click an organization to view more details, contacts, user directory and contracts. Double-click on any line item to view details. [Click here to request access to an organization.](#)

Filter this view



Organization

Contains

Organization	Address	ID#
EDNEVMAN-NOVELLMUSIC-COM	UC94389
NOVELL MUSIC INC	555 Music Lane, Provo, UT, 84606, United States	100

2 Items

Export CSV file of this list

- (Optional) Use the filter to search for specific content, or click the column heading to reorder the list. The  icon to the right of the filter fields applies the filter; the  icon clears it.
- Double-click the organization containing the users you want to remove.
- Click the *Users* tab.

EDNEWMAN-NOVELLMUSIC-COM, User Management

Ed Newman, Provo, UT

This is a list of people who have access to this organization's data. Double-click on any line item to view details.

Overview

Users




Contracts

Back to List

Filter this view

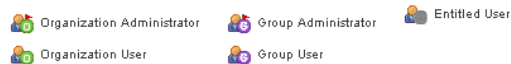
Name


Contains

	Name	Email
All		ednewman@novell.com
Administrators		samkenichi@novellmusic.com
		ednewman@novellmusic.com
<div><div>+</div><div></div></div>		<div>3 Items</div>



Export CSV file of this list

Users Legend



- Select the user you want to remove.
- Click the *Remove*  icon under the *Name* column.

Confirm!
Are you sure you want to remove the selected users?

yes  no 

- Click *Yes* to confirm that you want to remove the user or click *No* to cancel.
The removed user is no longer a part of your organization and can no longer access any information about it.

2.3.4 Editing a User



- 1 Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,”](#) on page 15.
- 2 Click *Administration > Organizations* in the left navigation frame.

My Organizations

Ed Newman, Provo, UT

These are the organizations for which you have rights to manage and view data. Double-click an organization to view more details, contacts, user directory and contracts. Double-click on any line item to view details. [Click here to request access to an organization.](#)




Filter this view Organization Contains			
Organization	Address	ID#	
EDNEWMAN-NOVELLMUSIC-COM	UC94389	
NOVELL MUSIC INC	555 Music Lane, Provo, UT, 84606, United States	100	
			2 Items
			Export CSV file of this list

- 3 (Optional) Use the filter to search for specific content, or click the column heading to reorder the list. The  icon to the right of the filter fields applies the filter; the  icon clears it.
- 4 Double-click the organization which contains the users you want to edit.
- 5 Click the *Users* tab.






EDNEWMAN-NOVELLMUSIC-COM, User Management

Ed Newman, Provo, UT

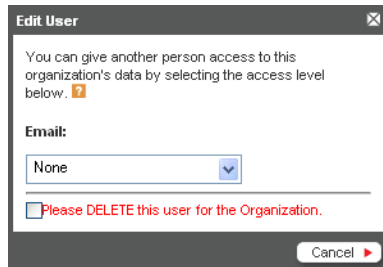
This is a list of people who have access to this organization's data. Double-click on any line item to view details.

Overview Users Contracts			
Filter this view Name Contains			
	Name	Email	
All		ednewman@novell.com	
Administrators		samkenichi@novellmusic.com	
		ednewman@novellmusic.com	
			3 Items
			Export CSV file of this list

Users Legend

 Organization Administrator  Group Administrator  Entitled User
 Organization User  Group User

- 6 Double-click the user you want to edit.



- 7 From the drop-down list, select *Organization Administrator*, *Organization User*, or *Entitled User*; then click *Save*.

2.4 Managing User Groups

You can create and edit groups to manage users, making it easier to handle large numbers of users and administrators. Changes to the group name are reflected immediately within the Novell Customer Center site.

This section contains the following information:

- ♦ [Section 2.4.1, “Viewing User Groups,” on page 29](#)
- ♦ [Section 2.4.2, “Creating, Editing, or Deleting a User Group,” on page 30](#)
- ♦ [Section 2.4.3, “Adding Users to a Group,” on page 31](#)
- ♦ [Section 2.4.4, “Removing Users from a Group,” on page 33](#)

2.4.1 Viewing User Groups

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,” on page 15](#).
- 2 Click *Administration > Organizations* in the left navigation frame.

My Organizations

Ed Newman, Provo, UT

These are the organizations for which you have rights to manage and view data. Double-click an organization to view more details, contacts, user directory and contracts. Double-click on any line item to view details. [Click here to request access to an organization.](#)

Filter this view		
Organization	Contains	
Organization	Address	ID#
EDNEWMAN-NOVELLMUSIC-COM	UC94389
NOVELL MUSIC INC	555 Music Lane, Provo, UT, 84606, United States	100
2 Items		
Export CSV file of this list		

- 3 (Optional) Use the filter to search for specific content, or click the column heading to reorder the list. The icon to the right of the filter fields applies the filter; the icon clears it.
- 4 Double-click the organization containing the groups you want to view.
- 5 Click the *Users* tab.

NOVELL MUSIC INC, User Management

Ed Newman, Provo, UT

This is a list of people who have access to this organization's data. Double-click on any line item to view details.

Overview **Users** Contracts Back to List

Filter this view Name Contains ▶ ◀ +

	Name	Email
All	Cori Jones	cjones@novell.com
Administrators	LaNae Maughan	lmaughan@novell.com
test group	Micah Beals	mbeals@novell.com
	Thomas Maynard größtem	tmaynard@novell.com
	Tifini Young	tgodfrey@novell.com
	Trina Johns	tjohns@novell.com
	ednewman@novell.com	ednewman@novell.com
	lmaughn@novell.com	lmaughn@novell.com
	mhartmann@novellmusic.com	mhartmann@novellmusic.com
	ednewman@novellmusic.com	ednewman@novellmusic.com

Page 1 of 2 1 Show All Items: (17) Export CSV file of this list

Users Legend

Organization Administrator Group Administrator Entitled User
 Organization User Group User

NOTE: The left column lists the groups in your organization. If this column does not appear in your view, click the *View* icon to display the column. You can toggle between showing and hiding the *Groups* column by clicking the *View* icon while that column is visible.

2.4.2 Creating, Editing, or Deleting a User Group

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,”](#) on page 15.
- 2 Click *Administration > Organizations* in the left navigation frame.

My Organizations

Ed Newman, Provo, UT

These are the organizations for which you have rights to manage and view data. Double-click an organization to view more details, contacts, user directory and contracts. Double-click on any line item to view details. [Click here to request access to an organization.](#)

Filter this view Organization Contains ▶ ◀ +

Organization	Address	ID#
EDNEWMAN-NOVELLMUSIC-COM	UC94389
NOVELL MUSIC INC	555 Music Lane, Provo, UT, 84606, United States	100

2 Items Export CSV file of this list

- 3 (Optional) Use the filter to search for specific content, or click the column heading to reorder the list. The icon to the right of the filter fields applies the filter; the icon clears it.
- 4 Double-click the organization where you want to create a group.
- 5 Click the *Users* tab.

NOVELL MUSIC INC, User Management

Ed Newman, Provo, UT

This is a list of people who have access to this organization's data. Double-click on any line item to view details.

Overview Users Contracts Back to List


Filter this view Name Contains

	Name	Email
All	Cori Jones	cojones@novell.com
Administrators	LaNae Maughan	lmaughan@novell.com
test group	Micah Beals	mbeals@novell.com
	Thomas Maynard größtem	tmaynard@novell.com
	Tifini Young	tgodfrey@novell.com
	Trina Johns	tjohns@novell.com
	ednewman@novell.com	
	lmaughn@novell.com	
	mhartmann@novellmusic.com	
	ednewman@novellmusic.com	

Page 1 of 2 1 Show All Items: (17) Export CSV file of this list

Users Legend

- Organization Administrator
- Group Administrator
- Entitled User
- Organization User
- Group User

6 Click the **Add**  icon under the *Groups* column.

Add Group



Enter the name of the new custom group to add. 

Group Name:

Add 

7 Type a name for the group, then click *Add*.

The new name appears in the list of groups. After the group is created, you can do the following:

- Change the group name by selecting the group and clicking the *Edit*  icon.
- Delete the group by selecting the group and clicking the *Remove*  icon.

Groups created by default (*All* and *Administrators*) cannot be deleted.

2.4.3 Adding Users to a Group

- Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,”](#) on page 15.
- Click *Administration > Organizations* in the left navigation frame.

My Organizations

Ed Newman, Provo, UT

These are the organizations for which you have rights to manage and view data. Double-click an organization to view more details, contacts, user directory and contracts. Double-click on any line item to view details. [Click here to request access to an organization.](#)

Filter this view



Organization

Contains

Organization	Address	ID#
EDNEVMAN-NOVELLMUSIC-COM	UC94389
NOVELL MUSIC INC	555 Music Lane, Provo, UT, 84606, United States	100

2 Items

Export CSV file of this list

- (Optional) Use the filter to search for specific content, or click the column heading to reorder the list. The  icon to the right of the filter fields applies the filter; the  icon clears it.
- Double-click the organization containing the group where you want to add users.
- Click the *Users* tab.

EDNEWMAN-NOVELLMUSIC-COM, User Management

Ed Newman, Provo, UT

This is a list of people who have access to this organization's data. Double-click on any line item to view details.

Overview

Users

Contracts

Back to List

Filter this view

Name

Contains

All

Administrators

Name

Email

ednewman@novell.com

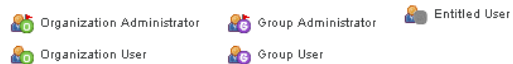
samkenichi@novellmusic.com


ednewman@novellmusic.com

3 Items


Export CSV file of this list

Users Legend





- Click the group name.
- Click the *Add*  icon under the *Name* column.


Add User

You can give another person access to this organization's data by entering their email address below. 

Email:

 Organization Administrator: ☐

 Organization User: ☐

Add 

- Type the e-mail address of the user and select *Organization Administrator* or *Organization User*.

If the user already exists in your organization, click *All* in the groups list, then select the user name and drag it to the group name. This opens the view for the group you moved the user to. You then double-click the user name and make that user an Organization Administrator.

9 Click *Add*.

The new user name appears in the user list, represented by the icon for that type of user. If the user doesn't have a Novell account, the new user is listed by e-mail only.

2.4.4 Removing Users from a Group

1 Log in to Novell Customer Center as described in [Section 2.1.2, "Logging In to Novell Customer Center,"](#) on page 15.

2 Click *Administration > Organizations* in the left navigation frame.

My Organizations

Ed Newman, Provo, UT

These are the organizations for which you have rights to manage and view data. Double-click an organization to view more details, contacts, user directory and contracts. Double-click on any line item to view details. [Click here to request access to an organization.](#)

Filter this view			
Organization	Contains		▶ ◀ +
Organization	Address	ID#	
EDNEWMAN-NOVELLMUSIC-COM	UC94389	
NOVELL MUSIC INC	555 Music Lane, Provo, UT, 84606, United States	100	
			2 Items
			Export CSV file of this list

3 (Optional) Use the filter to search for specific content, or click the column heading to reorder the list. The ▶ icon to the right of the filter fields applies the filter; the ◀ icon clears it.

4 Double-click the organization containing the group where you want to remove users.

5 Click the *Users* tab.

EDNEWMAN-NOVELLMUSIC-COM, User Management

Ed Newman, Provo, UT

This is a list of people who have access to this organization's data. Double-click on any line item to view details.

Overview	Users	Contracts	Back to List
Filter this view			
Name	Contains		▶ ◀ +
Name	Email		
All	ednewman@novell.com		
Administrators	samkenichi@novellmusic.com		
	ednewman@novellmusic.com		
			3 Items
			Export CSV file of this list

Users Legend

- Organization Administrator
- Group Administrator
- Entitled User
- Organization User
- Group User

6 Click the group name.

7 Select the user you want to delete, then click the *Remove* icon.

NOVELL MUSIC INC, User Management
Ed Newman, Provo, UT

This is a list of people who have access to this organization's data. Double-click on any line item to view details.

OverviewUsersContracts

- Back to List

Filter this viewNameContains

	Name	Email
All	Ed Newman	ednewman@novellmusic.com
Administrators		
test group		

+ -

+ -

1 item

Export CSV file of this list

Users Legend

Organization Administrator

Group Administrator

Entitled User

Organization User

Group User

The selected user is no longer listed in the group.

IMPORTANT: Selecting a user in a group and clicking the icon removes the user from both the group and the organization. If you don't want to delete the user from the organization, move that user to a different group or click the icon.

Managing Products and Systems

3

Novell® Customer Center gives you a single location from which you can manage your products and subscriptions, view and manage your installed systems, and perform various other actions that help you manage your Novell product accounts.

Additional information is available in the following sections:

- ♦ [Section 3.1, “Managing Products and Subscriptions,” on page 35](#)
- ♦ [Section 3.2, “Managing Systems,” on page 58](#)
- ♦ [Section 3.3, “Monitoring Contract History,” on page 68](#)
- ♦ [Section 3.4, “Viewing an Organization’s Order History,” on page 69](#)
- ♦ [Section 3.5, “Working with Quotes,” on page 70](#)

3.1 Managing Products and Subscriptions

The home page provides access to information about your purchased products and product subscriptions.

Figure 3-1 Home Page

Novell Customer Center
Ed Newman, Provo, UT - Edit Personal Profile
Welcome, click here to take a [tour of Novell Customer Center](#).

Customer Center Home

- My Profile
- My Products
- My Support
- My Training
- Administration

We hope the Novell Customer Center will help you get added value from the products and services you have purchased. Feel free to contact us if you have any questions in using the Customer Center. Contact information is provided for your convenience in the left column of every page. Please let us know via the feedback link on the bottom of the page if you have comments or suggestions for improvement.

555 Music Lane Provo, UT (100) << Select an Organization to Manage

My Products	Systems	Order Tracking	Alerts
Total: 7	Total: 15	Deliveries Pending: 0	1 Subscriptions to renew.
Active: 1	Active: 15	Recent Orders: 0	6 Subscriptions have expired.
Evaluation: 0	Evaluation: 0		
Move Pending: 0	Needs Activation: 0		
Expired: 6			

My Contacts

Account Rep:
Customer Response Center
800-529-3400

Service Rep:
America's Support Center
1-800-858-4000 (US)
1-801-861-4000 (outside US)

support.novell.com

- Find Local Numbers
- Request call
- Buy

Promotions

01 **Novell Teaming + Conferencing** is now available for purchase. If you own Novell Open/Workgroup Suite, don't miss out on the opportunity to purchase this new product at a discounted price!

Quicklinks

- Cool Solutions
- KnowledgeBase
- Service Requests
- Patches and Updates
- Certified Partner Products
- Software and Hardware Certification Database
- Enhancement Requests (en)

This page helps you determine which products and subscriptions are current and which ones need to be updated. See the following sections for more information:

- ♦ [Section 3.1.1, “Managing Products and Subscriptions,” on page 36](#)

- ♦ [Section 3.1.2, “Creating a Product or Subscription Group,” on page 51](#)
- ♦ [Section 3.1.3, “Adding a Product or Subscription to a Group,” on page 52](#)
- ♦ [Section 3.1.4, “Setting User Entitlements for a Subscription,” on page 53](#)
- ♦ [Section 3.1.5, “Restricting Activation Rights for a Subscription,” on page 55](#)
- ♦ [Section 3.1.6, “Downloading Patches and Updates,” on page 56](#)

3.1.1 Managing Products and Subscriptions

The Products and Subscriptions portion of Novell Customer Center enables you to easily manage your products and subscriptions. The following tasks are available:

- ♦ [“Getting Your Activation Code from an xLA Purchase” on page 36](#)
- ♦ [“Activating a Retail or OEM Purchased Product or Subscription” on page 36](#)
- ♦ [“Viewing Basic Information About Your Product or Subscription” on page 37](#)
- ♦ [“Monitoring Product and Subscription Renewals” on page 39](#)
- ♦ [“Creating Subscription Compliance Reports” on page 40](#)
- ♦ [“Renewing a Subscription” on page 41](#)
- ♦ [“Editing a Description of Your Product or Subscription” on page 42](#)
- ♦ [“Managing the Entitled Users of a Product or Subscription” on page 44](#)
- ♦ [“Managing the Details of the Systems Where the Product Is Installed” on page 46](#)
- ♦ [“Manually Adding Systems without Internet Access” on page 48](#)
- ♦ [“Moving a Product Subscription to Another Organization” on page 49](#)

Getting Your Activation Code from an xLA Purchase

When you purchase a subscription, it is automatically added to the Products and Subscriptions list in Novell Customer Center. The primary contact on the order receives an e-mail upon purchase. Click the URL in the e-mail and follow the instructions on the page to get your activation code and/or download media. At this point, you can use Novell Customer Center to manage your subscription as described in this section.

Activating a Retail or OEM Purchased Product or Subscription

If you use the activation code during install, the product or subscription is activated. If you want installation support, you can activate the product or subscription as follows:

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,” on page 15](#).
- 2 Click *My Products > Activate Product* in the left navigation frame.

Activate Product/Subscription

NOVELL MUSIC INC (100)

NOVELL MUSIC INC (100) << Select an Organization

Thank you for purchasing from Novell. You can activate a new product or subscription by entering your activation code below. Restrict activation rights to this list. ?

Code:

Activate ▶

3 Choose the organization from the drop-down list.

4 Type the activation code, then click *Activate*.

Viewing Basic Information About Your Product or Subscription

You can view basic information about your product or subscription, including the following:

- ♦ The number of users of each type who can access information about that product subscription.
- ♦ The number of systems that are activated for this product subscription (SUSE® Linux Enterprise Desktop 10 only).
- ♦ Information about media, patches, and downloads, if any.

To view basic information about your product subscription:

- 1** Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,”](#) on page 15.
- 2** Click *My Products* > *Products* in the left navigation frame.

Products

Ed Newman, Provo, UT

555 Music Lane Provo, UT (100)

<< Select an Organization to Manage

These are the purchased products, product and service subscriptions to which you have rights to administer. Double-click on any line item to view details.

Filter this view

Name

Contains

My Groups	Product Family
All	Novell Identity Manager Integration Modules
2007	Novell Open Enterprise Server
Back 40	Novell ZENworks Linux Management
MyHSBCtest	SUSE Linux Enterprise Desktop
Novell	SUSE Linux Enterprise Server
desktop	

+

+



↑

↓

Export CSV file of this list

Subscription Legend

 Active  Evaluation  Expired

- (Optional) Use the filter to search for specific content, or click the column heading to reorder the list. The  icon to the right of the filter fields applies the filter; the  icon clears it.
- Click a product family to expand the list.
- Double-click a product or subscription in the list.
- Click *Product Details*.

SUSE Linux Enterprise Desktop 10

EDNEWMAN-NOVELLMUSIC-COM,, (UC94389)

[Previous](#) | [Back to List](#) |

Here is a detailed summary of your subscription.

Product Details

User Access (2)

Systems (0)

Delete Subscription

Move Subscription

Product Subscription Information

Custom Name:

Save ▶

Activation Code: 35792CB89C55F7

Product Subscription Name: SUSE Linux Enterprise Desktop 10

Type: EVALUATION

Expiration Date: 27 Nov 2006

Support ▶ [New Service Request](#)

End of General Support: 31 Jul 2011

End of Extended Support: 31 Jul 2013

End of Self Support: 31 Jul 2016

Training

[Search for training on this product](#)

Downloads

- License unavailable for downloading

- [Media](#)

- [Patches & Updates](#)

- [Mirror Credentials](#)

Helpful Resources

- [Partners & Communities](#)

- [Service & Support](#)

- [Documentation](#)

- [Knowledgebase](#)

Monitoring Product and Subscription Renewals

You can monitor when products and subscriptions need to be renewed by using the Novell Customer Center Alerts feature.

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,”](#) on page 15.

If a product or subscription needs to be renewed, it is listed in the *Alerts* box.

- 2 Click the alert message for more information.

Products

Ed Newman, Provo, UT

555 Music Lane Provo, UT (100)

<< Select an Organization to Manage

These are the purchased products, product and service subscriptions to which you have rights to administer. Double-click on any line item to view details.

Filter this view

Name

Contains

My Groups	Product Family
All	Novell Identity Manager Integration Modules
2007	Novell Open Enterprise Server
Back 40	Novell ZENworks Linux Management
MyHSBCtest	SUSE Linux Enterprise Desktop
Novell	SUSE Linux Enterprise Server
desktop	

+

+

↑

↓

Export CSV file of this list

Subscription Legend

 Active  Evaluation  Expired

NOTE: You can also check for products or subscriptions that need renewing by navigating to the Products and Subscriptions list page and using the filter to find those items that need to be renewed. See [“Viewing Basic Information About Your Product or Subscription” on page 37](#).

Creating Subscription Compliance Reports

Organization Administrators and Group Administrators can create reports that show the compliance of systems installed under a selected subscription.

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,” on page 15](#).
- 2 Click *My Products* > *Products* in the left navigation frame.

Products

Ed Newman, Provo, UT

555 Music Lane Provo, UT (100)

<< Select an Organization to Manage

These are the purchased products, product and service subscriptions to which you have rights to administer. Double-click on any line item to view details.

Filter this view

My Groups	Product Family
All	Novell Identity Manager Integration Modules
2007	Novell Open Enterprise Server
Back 40	Novell ZENworks Linux Management
MyHSBCtest	SUSE Linux Enterprise Desktop
Novell	SUSE Linux Enterprise Server
desktop	

Export CSV file of this list

Subscription Legend

Active Evaluation Expired

- 3 Click *Export CSV file of this list*, which is in the bottom right corner of the screen, and save the file to your hard drive or open it with a spreadsheet application.

Renewing a Subscription

When a subscription nears its expiration date, Novell Customer Center notifies all entitled users who have access to the subscription. To avoid losing access to updates and patches, you should renew the subscription before it expires; however, you can also renew an expired subscription and regain access to patches and updates.

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,”](#) on page 15.
- 2 Click *My Products > Products* in the left navigation frame.

Products

Ed Newman, Provo, UT

555 Music Lane Provo, UT (100) << Select an Organization to Manage

These are the purchased products, product and service subscriptions to which you have rights to administer. Double-click on any line item to view details.

Filter this view Name Contains

My Groups	Product Family
All	Novell Identity Manager Integration Modules
2007	Novell Open Enterprise Server
Back 40	Novell ZENworks Linux Management
MyHSBCtest	SUSE Linux Enterprise Desktop
Novell	SUSE Linux Enterprise Server
desktop	

Export CSV file of this list

Subscription Legend

Active Evaluation Expired

3 Locate the subscription you want to renew.

Use the filter to search for specific content, or click the column heading to reorder the list. The ▶ icon to the right of the filter fields applies the filter; the □ icon clears it.

4 Click the detail icon.

5 In the *Action* column for the subscription, click *Renew*.

If there is no *Renew* link, you do not need to renew the subscription at this time.

What happens next depends on how you purchased the subscription. You might see a window where you can enter your credit card information to purchase directly from Novell. Or, you might be redirected to your reseller so you can renew through them. In either case, follow the on-screen instructions to complete the transaction. If you receive a new activation code as a result of the renewal process, you need to go to the Systems area and move all the systems from the old code to the new one in order to retain patch and update service.

Editing a Description of Your Product or Subscription

If you don't want to use the descriptions that are automatically entered when you register a product, you can enter your own product description.

To enter or edit a description:

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, "Logging In to Novell Customer Center,"](#) on page 15.
- 2 Click *My Products* > *Products* in the left navigation frame.

Products

Ed Newman, Provo, UT

555 Music Lane Provo, UT (100) << Select an Organization to Manage

These are the purchased products, product and service subscriptions to which you have rights to administer. Double-click on any line item to view details.

Filter this view

Name

Contains

My Groups	Product Family
All	Novell Identity Manager Integration Modules
2007	Novell Open Enterprise Server
Back 40	Novell ZENworks Linux Management
MyHSBCtest	SUSE Linux Enterprise Desktop
Novell	SUSE Linux Enterprise Server
desktop	

+

+



↑

↓

Export CSV file of this list

Subscription Legend

 Active  Evaluation  Expired

- (Optional) Use the filter to search for specific content, or click the column heading to reorder the list. The  icon to the right of the filter fields applies the filter; the  icon clears it.
- Click a product family to expand the list.
- Double-click a product or subscription in the list.

SUSE Linux Enterprise Desktop 10

EDNEWMAN-NOVELLMUSIC.COM, (UC94389)

[Previous](#) | [Back to List](#) |

Here is a detailed summary of your subscription.

Product Details

User Access (2)

Systems (0)

Delete Subscription

Move Subscription

Product Subscription Information

Custom Name:

Save ▶

Activation Code:

35792CB89C55F7

Product Subscription Name:

SUSE Linux Enterprise Desktop 10

Type:

EVALUATION

Expiration Date:

27 Nov 2006

Support ▶ [New Service Request](#)

End of General Support:

31 Jul 2011

End of Extended Support:

31 Jul 2013

End of Self Support:

31 Jul 2016

Training

[Search for training on this product](#)

Downloads

- License unavailable for downloading

- [Media](#)

- [Patches & Updates](#)

- [Mirror Credentials](#)

Helpful Resources

- [Partners & Communities](#)

- [Service & Support](#)

- [Documentation](#)

- [Knowledgebase](#)

6 In the *Custom Name* field, type or edit a description of the product or subscription.

7 Click *Save*.

The new description prepends the default name for that product or subscription in the Products and Subscriptions list. The default name remains, enclosed in parentheses.

Managing the Entitled Users of a Product or Subscription

Group and Organization Administrators can manage which users have access to information about a selected product.

1 Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,”](#) on page 15.

2 Click *My Products > Products* in the left navigation frame.

Products

Ed Newman, Provo, UT

555 Music Lane Provo, UT (100)

<< Select an Organization to Manage

These are the purchased products, product and service subscriptions to which you have rights to administer. Double-click on any line item to view details.

Filter this view

Name

Contains

My Groups	Product Family
All	Novell Identity Manager Integration Modules
2007	Novell Open Enterprise Server
Back 40	Novell ZENworks Linux Management
MyHSBCtest	SUSE Linux Enterprise Desktop
Novell	SUSE Linux Enterprise Server
desktop	

+

+



↑

↓

Export CSV file of this list

Subscription Legend

 Active  Evaluation  Expired

- (Optional) Use the filter to search for specific content, or click the column heading to reorder the list. The  icon to the right of the filter fields applies the filter; the  icon clears it.
- Click a product family to expand the list.
- Double-click a product subscription in the list.
- Click *User Access*.

SUSE Linux Enterprise Desktop 10

EDNEWMAN-NOVELLMUSIC-COM, (UC94389)

[Back to List](#) | [Next](#)

This page lists people who have activated against this subscription or who have administrative roles associated with this subscription. Checking the "Restrict activation rights to this list" box will restrict anyone not on the list from using the activation code for this subscription.

Product Details




User Access (3)

Systems (0)

Filter this view

Name

Contains



Name	Email Address	E-mail	Support	ZLM
 ednewman@novellmusic.com	ednewman@novellmusic.com	Pending	Pending	Pending
 ednewman@novellmusic.com	ednewman@novellmusic.com	No	No	Yes
 samkenichi@novellmusic.com	samkenichi@novellmusic.com	No	No	Yes

3 Items

Email Domain

☐ Restrict activation rights to this list. ?

[Export CSV file of this list](#)

- 7 (Optional) To add a user to the *Entitled Users* list, click the *Add*  icon, type the e-mail address of the user you want to add, then click *Add*. You can click *add multiple users* to add more than one user at a time.
- 8 (Optional) To delete a user from the list, click the user's entry in the list, click the *Remove*  icon, then click *Yes* to confirm that you want to delete the user.
- 9 (Optional) Select *Restrict activation rights to this list* if you want to restrict rights so only the listed users can activate systems.

Managing the Details of the Systems Where the Product Is Installed

A system is any device that consumes a Novell activation code that is registered in Novell Customer Center. You can view and edit information for the systems installed under this product or subscription.

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, "Logging In to Novell Customer Center," on page 15](#).
- 2 Click *My Products* > *Systems* in the left navigation frame.

Systems Information

Ed Newman, Provo, UT



555 Music Lane Provo, UT (100) << Select an Organization to Manage

These are the systems that are activated against your subscriptions. Double-click on any line item to view details.

Filter this view System Name Contains						
My Groups	System Name	Updates	Location	OS	Installed Products	Last Checked In
All	appserver	Unknown		SUSE Linux Enterp...	0	N/A
MyHSBCTest	brainshare2007	No Data		SUSE Linux Enterp...	0	20 Mar 2007, 11:4
brains07	dbserver	Unknown		SUSE Linux Enterp...	0	N/A
my system	linux-server	Unknown	Provo UT H8	SUSE Linux Enterp...	0	N/A
	mailserver	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop1	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop2	No Data		SUSE Linux Enterp...	0	11 Aug 2006, 1:33
	nmdesktop3	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop4	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop5	Unknown		SUSE Linux Enterp...	0	N/A

Page 1 of 2 1 Show All Items: (15)

Export CSV file of this list

- (Optional) Use the filter to search for specific content, or click the column heading to reorder the list. The  icon to the right of the filter fields applies the filter; the  icon clears it.
- Double-click the system you want to view or edit.

This page that appears shows a variety of information about the system and the product or subscription.

NOTE: Currently, system information is available only for SUSE® Linux Enterprise Server 10 and SUSE Linux Enterprise Desktop 10.

dbserver

< Previous | Back to List | Next >

Here is a quick overview of the details of this system.

Overview

Back to List

System Info

System ID: 25730
Hostname: dbserver
Architecture: i686
Operating System: SUSE Linux Enterprise Server 10 (i586)
Activated Date: 11 Aug 2006

System Properties

System Name:
Description:

Facility Address:
City:
State/Province:
Country:
Building:
Room:
Rack:

save ▶

Registered Software

SUSE Linux Enterprise Server 10 - [View Product Detail](#)
Activation Code: 30F268C4AED780
Expiration Date: 27 Jun 2007
Registered By: samkenichi@novellmusic.com
Registered Date: 11 Aug 2006
Patch Status:
Last Checked In: N/A

5 (Optional) Edit the properties for the selected system under the heading *System Properties*.

You can edit the name and description of the system and details about where the system is located.

6 (Conditional) If you choose to edit the information (**Step 5**), edit the information as desired, then click *Save*.

Manually Adding Systems without Internet Access

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,”](#) on page 15.
- 2 Click *My Products > Systems* in the left navigation frame.




Systems Information

Ed Newman, Provo, UT

555 Music Lane Provo, UT (100) Select an Organization to Manage

These are the systems that are activated against your subscriptions. Double-click on any line item to view details.

Filter this view						
System Name		Contains				
My Groups	System Name	Updates	Location	OS	Installed Products	Last Checked In
All	appserver	Unknown		SUSE Linux Enterp...	0	N/A
MyHSBCtest	brainshare2007	No Data		SUSE Linux Enterp...	0	20 Mar 2007, 11:4
brain07	dbserver	Unknown		SUSE Linux Enterp...	0	N/A
my system	linux-server	Unknown	Provo UT H8	SUSE Linux Enterp...	0	N/A
	mailserver	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop1	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop2	No Data		SUSE Linux Enterp...	0	11 Aug 2006, 1:33
	nmdesktop3	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop4	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop5	Unknown		SUSE Linux Enterp...	0	N/A

- 3 (Optional) Use the filter to search for specific content, or click the column heading to reorder the list. The  icon to the right of the filter fields applies the filter; the  icon clears it.
- 4 Click the  icon.

Manually Register a System

Please enter details for your system here. ?

System name:

Hostname:


Architecture:

E-mail address to register (installer):

Your system's GUID is a 32-character hash found in the file `/etc/zmd/deviceid`, if present on your system. Entering it below is optional, but if you do so then we will be able to match this registration with the actual machine if you ever want it to receive automatic updates.

GUID:

Please enter other system properties, such as description and location, by double clicking on this system after it is created and choosing the Properties tab.

Register System 

- 5 Type the required information, then click *Register System*.

Moving a Product Subscription to Another Organization

If responsibility for a retail purchase, OEM purchase, or evaluation product or subscription shifts to another organization, you can move the product or subscription from the first organization to the other one.

NOTE: You cannot move a subscription purchased under a contract.

To move a product or subscription to another location:

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,”](#) on page 15.
- 2 Click *My Products* > *Products* in the left navigation frame.

Products

Ed Newman, Provo, UT

555 Music Lane Provo, UT (100) << Select an Organization to Manage

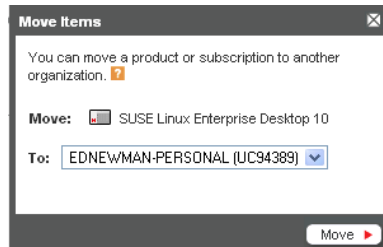
These are the purchased products, product and service subscriptions to which you have rights to administer. Double-click on any line item to view details.

The screenshot shows a web interface for managing products. At the top, there's a filter bar with 'Filter this view' and dropdowns for 'Name' and 'Contains'. Below this is a table with two main sections: 'My Groups' and 'Product Family'. The 'My Groups' section has a tree view with items like 'All', '2007', 'Back 40', 'MyHSBCTest', 'Novell', and 'desktop'. The 'Product Family' section lists several products: 'Novell Identity Manager Integration Modules', 'Novell Open Enterprise Server', 'Novell ZENworks Linux Management', 'SUSE Linux Enterprise Desktop', and 'SUSE Linux Enterprise Server'. At the bottom right, there's a link to 'Export CSV file of this list'.

Subscription Legend

Active Evaluation Expired

- 3 Click a product family to expand the list.
- 4 Click a product or subscription in the list.
- 5 Click the *Move* icon.



- 6 Select the company from the drop-down menu, or select *Other* and specify the e-mail address of the Organization Administrator who manages the new organization for the product or subscription, then click *Move*.

If you specify the e-mail address to select the Organization Administrator, the Organization Administrator must approve the move before the change is carried out.

NOTE: You can also move a product or subscription by double-clicking the product or subscription and clicking *Move Subscription*.

3.1.2 Creating a Product or Subscription Group

You can place your products or subscriptions into groups and assign a user in each group as the Group Administrator. As a Group Administrator, you can add Group Users. Using groups makes it easier to provide customized information to specific groups of users. For example, you might want the members of an IT administrators group to have access to different information than your software purchasers group.

To create a product or subscription group:

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,”](#) on page 15.
- 2 Click *My Products > Products* in the left navigation frame.

Any existing groups appear in the left column, in the blue shaded area.

Products

Ed Newman, Provo, UT

555 Music Lane Provo, UT (100) << Select an Organization to Manage

These are the purchased products, product and service subscriptions to which you have rights to administer. Double-click on any line item to view details.

Filter this view: Name Contains

My Groups	Product Family
All	Novell Identity Manager Integration Modules
2007	Novell Open Enterprise Server
Back 40	Novell ZENworks Linux Management
MyHSBCtest	SUSE Linux Enterprise Desktop
Novell	SUSE Linux Enterprise Server
desktop	

Export CSV file of this list

Subscription Legend

Active Evaluation Expired


- 3 Click the *Add*  icon under the group list.

- 4 Type a name for the group.
- 5 In the box provided, type the e-mail address of the user, select *Group Administrator* or *Group User*, then click *Add New*.

You can add additional users by repeating the process for each person you want to add, indicating whether that user should be a Group Administrator or Group User, and clicking *Add New*.

- 6 Click *Save*.

The new group appears in the left column.

NOTE: You can edit the group name or add more users by clicking the group name and clicking the *Edit*  icon.

3.1.3 Adding a Product or Subscription to a Group

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,”](#) on page 15.
- 2 Click *My Products > Products* in the left navigation frame.

Products

Ed Newman, Provo, UT

555 Music Lane Provo, UT (100) << Select an Organization to Manage

These are the purchased products, product and service subscriptions to which you have rights to administer. Double-click on any line item to view details.

Filter this view Name Contains

My Groups	Product Family
All	Novell Identity Manager Integration Modules
2007	Novell Open Enterprise Server
Back 40	Novell ZENworks Linux Management
MyHSBCTest	SUSE Linux Enterprise Desktop
Novell	SUSE Linux Enterprise Server
desktop	

Export CSV file of this list

- 3 Click the group where the subscription currently exists, or click *All*.
- 4 Drag the subscription and drop it onto the name of the group you want to place it in.

TIP: Use Shift+click and Ctrl+click to select multiple items.

3.1.4 Setting User Entitlements for a Subscription

Users can be set up with different entitlements for each of an organization's subscriptions. Users can be entitled to the following:

- ♦ Patches and updates for a subscription
- ♦ Installation assistance

To set user entitlements:

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, "Logging In to Novell Customer Center,"](#) on page 15.
- 2 Click *My Products > Products* in the left navigation frame.

Products

Ed Newman, Provo, UT

555 Music Lane Provo, UT (100) << Select an Organization to Manage

These are the purchased products, product and service subscriptions to which you have rights to administer. Double-click on any line item to view details.

Filter this view Name Contains

My Groups	Product Family
All	Novell Identity Manager Integration Modules
2007	Novell Open Enterprise Server
Back 40	Novell ZENworks Linux Management
MyHSBCTest	SUSE Linux Enterprise Desktop
Novell	SUSE Linux Enterprise Server
desktop	

Export CSV file of this list

Subscription Legend

Active Evaluation Expired

- (Optional) Use the filter to search for specific content, or click the column heading to reorder the list. The icon to the right of the filter fields applies the filter; the icon clears it.
- Click a product family to expand the list.
- Double-click a product or subscription in the list.
- Click *User Access*.

SUSE Linux Enterprise Desktop 10

EDNEWMAN-NOVELLMUSIC-COM,, (UC94389)

Back to List | Next

This page lists people who have activated against this subscription or who have administrative roles associated with this subscription. Checking the "Restrict activation rights to this list" box will restrict anyone not on the list from using the activation code for this subscription.

Product Details User Access (3) Systems (0)

Filter this view Name Contains

Name	Email Address	E-mail	Support	ZLM
	ednewman@novellmusic.com	Pending	Pending	Pending
	ednewman@novellmusic.com	No	No	Yes
	samkenichi@novellmusic.com	No	No	Yes

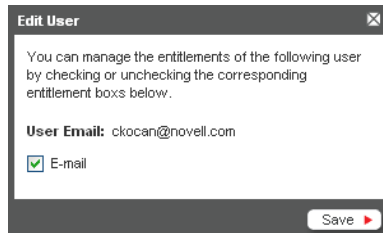
3 Items

Email Domain

Restrict activation rights to this list.

Export CSV file of this list

- Double-click the user whose entitlements you want to set.

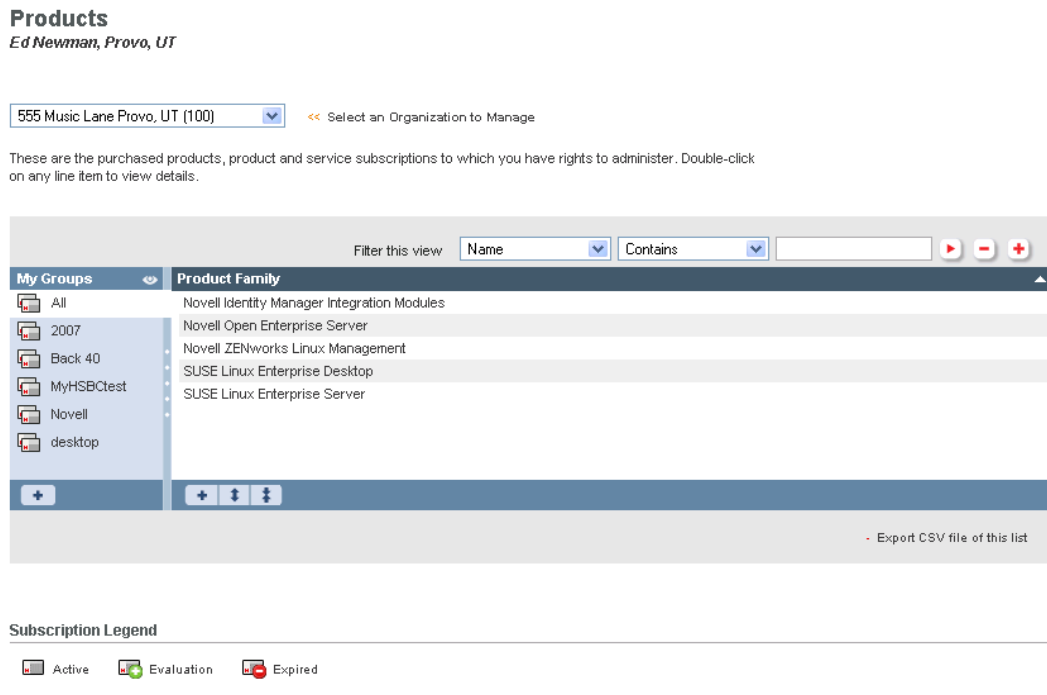




- 8 Select the entitlements you want to give that user, then click *Save*.

3.1.5 Restricting Activation Rights for a Subscription

To allow only a specified set of users in your organization to activate products for a subscription:

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,”](#) on page 15.
- 2 Click *My Products > Products* in the left navigation frame.



- 3 (Optional) Use the filter to search for specific content, or click the column heading to reorder the list. The  icon to the right of the filter fields applies the filter; the  icon clears it.
- 4 Click a product family to expand the list.
- 5 Double-click a product or subscription in the list.
- 6 Click *User Access*.

SUSE Linux Enterprise Desktop 10




EDNEWMAN-NOVELLMUSIC-COM, (UC94389)

[Back to List](#) | [Next](#)

This page lists people who have activated against this subscription or who have administrative roles associated with this subscription. Checking the "Restrict activation rights to this list" box will restrict anyone not on the list from using the activation code for this subscription.

Product Details User Access (3) Systems (0)

Filter this view Name Contains

Name	Email Address	E-mail	Support	ZLM
 ednewman@novellmusic.com	ednewman@novellmusic.com	Pending	Pending	Pending
 ednewman@novellmusic.com	ednewman@novellmusic.com	No	No	Yes
 samkenichi@novellmusic.com	samkenichi@novellmusic.com	No	No	Yes

+ 3 Items

Email Domain

+

☐ Restrict activation rights to this list. ?

[Export CSV file of this list](#)

- 7 Select the box labeled *Restrict activation rights to this list* on the bottom right of the screen.
Only the users in that list can install products by using the activation code for this subscription.

TIP: If your users are organized into groups, you can create a group containing the users who are permitted to activate products, then restrict activation rights to only the users in that group.

3.1.6 Downloading Patches and Updates

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, "Logging In to Novell Customer Center,"](#) on page 15.
- 2 Click *My Products* > *Products* in the left navigation frame.

Products

Ed Newman, Provo, UT

555 Music Lane Provo, UT (100) << Select an Organization to Manage

These are the purchased products, product and service subscriptions to which you have rights to administer. Double-click on any line item to view details.

Filter this view Name Contains

My Groups	Product Family
All	Novell Identity Manager Integration Modules
2007	Novell Open Enterprise Server
Back 40	Novell ZENworks Linux Management
MyHSBCTest	SUSE Linux Enterprise Desktop
Novell	SUSE Linux Enterprise Server
desktop	

Export CSV file of this list

Subscription Legend

Active Evaluation Expired

- (Optional) Use the filter to search for specific content, or click the column heading to reorder the list. The icon to the right of the filter fields applies the filter; the icon clears it.
- Click a product family to expand the list.
- Double-click the product you want to patch or upgrade.

Novell Open Enterprise Server

Purchased Product Detail

Here is a detailed summary of your purchased product.

Overview Properties Entitled Users

Purchased Product Information

Activation Code: 407179117 - [Download License File](#)
Current Version: Novell Open Enterprise Server 100-User
Type: Purchased Product
Status: Active

Back to List
Upgrade Product
Move Product

Users

Administrators:
Basic Users:

Downloads

Media
Patches unavailable for downloading

- Check the *Downloads* section to see if patches or upgrades are available.
- Click *Patches & Updates* if downloads are available.
- Download the patch or update for the selected product.

3.2 Managing Systems

The Systems area of Novell Customer Center is where you view and manage information about individual installations of Novell products. A system is any device that consumes a Novell activation code that is registered in Novell Customer Center.

The following tasks are available:

- ♦ [Section 3.2.1, “Viewing Your Installed Systems,” on page 58](#)
- ♦ [Section 3.2.2, “Activating a System,” on page 59](#)
- ♦ [Section 3.2.3, “Moving a System to a New Subscription,” on page 60](#)
- ♦ [Section 3.2.4, “Placing Systems in Groups,” on page 61](#)
- ♦ [Section 3.2.5, “Viewing Information About a System,” on page 63](#)
- ♦ [Section 3.2.6, “Editing System Properties,” on page 64](#)
- ♦ [Section 3.2.7, “Downloading Patches and Updates,” on page 66](#)

3.2.1 Viewing Your Installed Systems

A system is automatically created when a product is registered with Novell Customer Center during installation, even if the product didn't use an activation code during registration. If you are an administrator, Novell Customer Center lists all systems registered to your organization and shows whether those systems need to be activated. If you are not an administrator, you see only your own installations.

To view the registered systems:

- 1** Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,” on page 15](#).
- 2** Click *My Products > Systems* in the left navigation frame to display the Systems Information page.

Systems Information



Ed Newman, Provo, UT

555 Music Lane Provo, UT (100) << Select an Organization to Manage

These are the systems that are activated against your subscriptions. Double-click on any line item to view details.

My Groups	System Name	Updates	Location	OS	Installed Products	Last Checked In
All	appserver	Unknown		SUSE Linux Enterp...	0	N/A
MyHSBCtest	brainshare2007	No Data		SUSE Linux Enterp...	0	20 Mar 2007, 11:4
brains07	dbserver	Unknown		SUSE Linux Enterp...	0	N/A
my system	linux-server	Unknown	Provo UT H8	SUSE Linux Enterp...	0	N/A
	mailserver	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop1	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop2	No Data		SUSE Linux Enterp...	0	11 Aug 2006, 1:33
	nmdesktop3	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop4	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop5	Unknown		SUSE Linux Enterp...	0	N/A

Page 1 of 2 1 Show All Items: (15) Export CSV file of this list

- 3 (Optional) Use the filter to search for specific content, or click the column heading to reorder the list. The  icon to the right of the filter fields applies the filter; the  icon clears it.

3.2.2 Activating a System

If a system is registered without an activation code during installation, it is listed in Novell Customer Center as *needs activation* under the Systems section. You can activate a system at any time after installation by entering the system's activation code in Novell Customer Center.

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, "Logging In to Novell Customer Center,"](#) on page 15.
- 2 Click *My Products > Systems* in the left navigation frame.

Systems Information




Ed Newman, Provo, UT

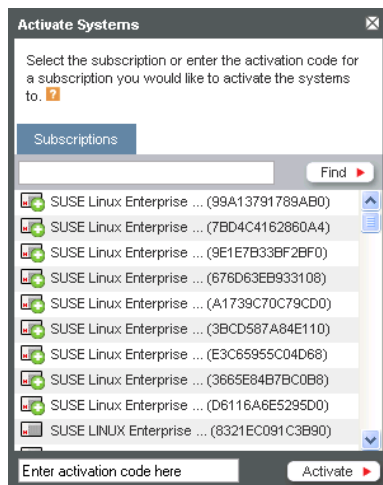
555 Music Lane Provo, UT (100) << Select an Organization to Manage

These are the systems that are activated against your subscriptions. Double-click on any line item to view details.

My Groups	System Name	Updates	Location	OS	Installed Products	Last Checked In
All	appserver	Unknown		SUSE Linux Enterp...	0	N/A
MyHSBCtest	brainshare2007	No Data		SUSE Linux Enterp...	0	20 Mar 2007, 11:4
brains07	dbserver	Unknown		SUSE Linux Enterp...	0	N/A
my system	linux-server	Unknown	Provo UT H8	SUSE Linux Enterp...	0	N/A
	mailserver	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop1	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop2	No Data		SUSE Linux Enterp...	0	11 Aug 2006, 1:33
	nmdesktop3	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop4	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop5	Unknown		SUSE Linux Enterp...	0	N/A

Page 1 of 2 1 Show All Items: (15) Export CSV file of this list

- 3 (Optional) Use the filter to search for specific content, or click the column heading to reorder the list. The  icon to the right of the filter fields applies the filter; the  icon clears it.
- 4 Click the system you want to activate, then click the Key  icon.



- 5 Select a subscription from the list or type your activation code in the box.
You can search for a subscription in the list by entering a subscription name in the *Subscriptions* field and clicking *Find*.
- 6 Click *Activate*.

3.2.3 Moving a System to a New Subscription

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,”](#) on page 15.
- 2 Click *My Products > Systems* in the left navigation frame.

Systems Information

Ed Newman, Provo, UT




555 Music Lane Provo, UT (100) << Select an Organization to Manage

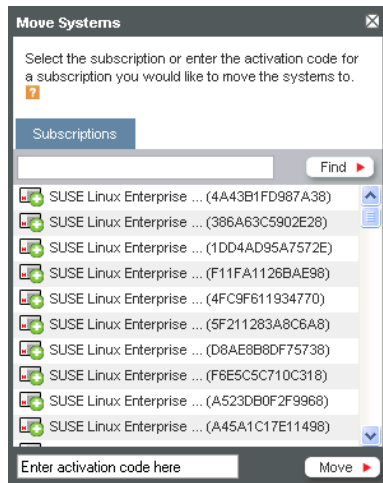
These are the systems that are activated against your subscriptions. Double-click on any line item to view details.

Filter this view						
System Name		Contains				
My Groups	System Name	Updates	Location	OS	Installed Products	Last Checked In
All	appserver	Unknown		SUSE Linux Enterp...	0	N/A
MyHSBCTest	brainshare2007	No Data		SUSE Linux Enterp...	0	20 Mar 2007, 11:4
brains07	dbserver	Unknown		SUSE Linux Enterp...	0	N/A
my system	linux-server	Unknown	Provo UT H8	SUSE Linux Enterp...	0	N/A
	mailserver	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop1	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop2	No Data		SUSE Linux Enterp...	0	11 Aug 2006, 1:33
	nmdesktop3	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop4	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop5	Unknown		SUSE Linux Enterp...	0	N/A

Page 1 of 2 1 Show All Items: (15)

Export CSV file of this list

- 3 (Optional) Use the filter to search for specific content, or click the column heading to reorder the list. The  icon to the right of the filter fields applies the filter; the  icon clears it.
- 4 Click the system you want to move, then click the  icon.



- 5 Select the subscription or type the activation code for a subscription you want to move the systems to.

You can search for a subscription in the list by entering a subscription name in the *Subscriptions* field and clicking *Find*.

- 6 Click *Move*.

3.2.4 Placing Systems in Groups

If your organization contains many systems, it is easier to manage those systems if they are in groups. For example, you might create groups for different departments, different groups of users, or different products.

To create a group:

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,”](#) on page 15.
- 2 Click *My Products > Systems*.

The left column of the *Systems* list shows the currently available groups. By default, there is one group, *All*.

Systems Information


Ed Newman, Provo, UT

555 Music Lane Provo, UT (100) << Select an Organization to Manage


These are the systems that are activated against your subscriptions. Double-click on any line item to view details.

Filter this view System Name Contains						
My Groups	System Name	Updates	Location	OS	Installed Products	Last Checked In
All	appserver	Unknown		SUSE Linux Enterp...	0	N/A
MyHSBCtest	brainshare2007	No Data		SUSE Linux Enterp...	0	20 Mar 2007, 11:4
brains07	dbserver	Unknown		SUSE Linux Enterp...	0	N/A
my system	linux-server	Unknown	Provo UT H8	SUSE Linux Enterp...	0	N/A
	mailserver	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop1	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop2	No Data		SUSE Linux Enterp...	0	11 Aug 2006, 1:33
	nmdesktop3	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop4	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop5	Unknown		SUSE Linux Enterp...	0	N/A


Page 1 of 2 1 Show All Items: (15) Export CSV file of this list

- Click the **Add**  icon under the list of groups.

Add Group

Enter the name of the new custom group to add. 

Group Name:

Add 

- Type the new group name, then click **Add**.
The newly created group appears in the list.

To move a system to a group:

- Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,”](#) on page 15.
- Click **My Products > Systems** in the left navigation frame.

The Systems Information page appears. The left column of the *Systems* list shows the currently available groups. The other columns show information about each installed system.

Systems Information

Ed Newman, Provo, UT

555 Music Lane Provo, UT (100) << Select an Organization to Manage

These are the systems that are activated against your subscriptions. Double-click on any line item to view details.

My Groups	System Name	Updates	Location	OS	Installed Products	Last Checked In
All	appserver	Unknown		SUSE Linux Enterp...	0	N/A
MyHSBCTest	brainshare2007	No Data		SUSE Linux Enterp...	0	20 Mar 2007, 11:4
brains07	dbserver	Unknown		SUSE Linux Enterp...	0	N/A
my system	linux-server	Unknown	Provo UT H8	SUSE Linux Enterp...	0	N/A
	mailserver	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop1	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop2	No Data		SUSE Linux Enterp...	0	11 Aug 2006, 1:33
	nmdesktop3	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop4	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop5	Unknown		SUSE Linux Enterp...	0	N/A

Page 1 of 2 1 Show All Items: (15) Export CSV file of this list

- 3 Select the name of the system you want to move, then drag it to the name of the group you want to move it to.

You can Shift+click or Ctrl+click to select multiple systems.

The system is moved to the selected group and that group's contents display.

3.2.5 Viewing Information About a System

You can view information about any installed system, including general system information, system properties, the system's product subscriptions, and information about available downloads.

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, "Logging In to Novell Customer Center,"](#) on page 15.
- 2 Click *My Products > Systems* in the left navigation frame.

Systems Information



Ed Newman, Provo, UT

555 Music Lane Provo, UT (100) << Select an Organization to Manage

These are the systems that are activated against your subscriptions. Double-click on any line item to view details.

My Groups	System Name	Updates	Location	OS	Installed Products	Last Checked In
All	appserver	Unknown		SUSE Linux Enterp...	0	N/A
MyHSBCTest	brainshare2007	No Data		SUSE Linux Enterp...	0	20 Mar 2007, 11:4
brains07	dbserver	Unknown		SUSE Linux Enterp...	0	N/A
my system	linux-server	Unknown	Provo UT H8	SUSE Linux Enterp...	0	N/A
	mailserver	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop1	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop2	No Data		SUSE Linux Enterp...	0	11 Aug 2006, 1:33
	nmdesktop3	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop4	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop5	Unknown		SUSE Linux Enterp...	0	N/A

Page 1 of 2 1 Show All Items: (15) Export CSV file of this list

- 3 (Conditional) If your systems are organized in groups, click the name of the group containing the system whose information you want to view.
- 4 (Optional) Use the filter to search for specific content, or click the column heading to reorder the list. The  icon to the right of the filter fields applies the filter; the  icon clears it.
- 5 Double-click the desired system.

The Information page for the selected system opens.

dbserver

< Previous | Back to List | Next >

Here is a quick overview of the details of this system.

Overview

Back to List

System Info

System ID: 25730

Hostname: dbserver

Architecture: i686

Operating System: SUSE Linux Enterprise Server 10 (i586)

Activated Date: 11 Aug 2006

System Properties

System Name:

Description:

Facility Address:

City:

State/Province:

Country:

Building:

Room:

Rack:

save

Registered Software

SUSE Linux Enterprise Server 10 - [View Product Detail](#)

Activation Code: 30F268C4AED780

Expiration Date: 27 Jun 2007

Registered By: samkenichi@novellmusic.com

Registered Date: 11 Aug 2006

Patch Status:

Last Checked In: N/A

3.2.6 Editing System Properties

You can store useful information about each system in the system's properties page. The information you can store includes the system name, a description of the system, and details about where the system is located.

To edit system properties:

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, "Logging In to Novell Customer Center,"](#) on page 15.
- 2 Click *My Products > Systems* in the left navigation frame.

Systems Information

Ed Newman, Provo, UT

555 Music Lane Provo, UT (100) << Select an Organization to Manage

These are the systems that are activated against your subscriptions. Double-click on any line item to view details.

Filter this view						
System Name		Contains				
My Groups	System Name	Updates	Location	OS	Installed Products	Last Checked In
All	appserver	Unknown		SUSE Linux Enterp...	0	N/A
MyHSBCTest	brainshare2007	No Data		SUSE Linux Enterp...	0	20 Mar 2007, 11:4
brains07	dbserver	Unknown		SUSE Linux Enterp...	0	N/A
my system	linux-server	Unknown	Provo UT H8	SUSE Linux Enterp...	0	N/A
	mailserver	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop1	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop2	No Data		SUSE Linux Enterp...	0	11 Aug 2006, 1:33
	nmdesktop3	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop4	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop5	Unknown		SUSE Linux Enterp...	0	N/A

Page 1 of 2 1 Show All Items: (15)

Export CSV file of this list

- (Conditional) If your systems are organized in groups, click the name of the group that contains the system you want to edit.
- Double-click the desired system.

dbserver

< Previous | Back to List | Next >

Here is a quick overview of the details of this system.

Overview

Back to List

System Info

System ID: 25730
Hostname: dbserver
Architecture: i686
Operating System: SUSE Linux Enterprise Server 10 (i586)
Activated Date: 11 Aug 2006

System Properties

System Name: dbserver
Description: dbserver
Facility Address:
City:
State/Province:
Country:
Building:
Room:
Rack:
save

Registered Software

SUSE Linux Enterprise Server 10 - View Product Detail
Activation Code: 30F268C4AED780
Expiration Date: 27 Jun 2007
Registered By: samkenichi@novellmusic.com
Registered Date: 11 Aug 2006
Patch Status:
Last Checked In: N/A

- 5 Edit the properties as desired, then click *Save*.

To manually add systems to a subscription that aren't connected to the Internet, see “[Manually Adding Systems without Internet Access](#)” on page 48.

3.2.7 Downloading Patches and Updates

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,”](#) on page 15.
- 2 Click *My Products > Systems* in the left navigation frame.

Systems Information

Ed Newman, Provo, UT



555 Music Lane Provo, UT (100) << Select an Organization to Manage

These are the systems that are activated against your subscriptions. Double-click on any line item to view details.

Filter this view						
System Name		Contains				
My Groups	System Name	Updates	Location	OS	Installed Products	Last Checked In
All	appserver	Unknown		SUSE Linux Enterp...	0	N/A
MyHSBCTest	brainshare2007	No Data		SUSE Linux Enterp...	0	20 Mar 2007, 11:4
brains07	dbserver	Unknown		SUSE Linux Enterp...	0	N/A
my system	linux-server	Unknown	Provo UT H8	SUSE Linux Enterp...	0	N/A
	mailserver	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop1	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop2	No Data		SUSE Linux Enterp...	0	11 Aug 2006, 1:33
	nmdesktop3	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop4	Unknown		SUSE Linux Enterp...	0	N/A
	nmdesktop5	Unknown		SUSE Linux Enterp...	0	N/A

Page 1 of 2 1 Show All Items: (15)

Export CSV file of this list

- (Optional) Use the filter to search for specific content, or click the column heading to reorder the list. The  icon to the right of the filter fields applies the filter; the  icon clears it.
- Double-click the system you want to patch or upgrade.

dbserver

< Previous | Back to List | Next >

Here is a quick overview of the details of this system.

Overview

[Back to List](#)

System Info

System ID: **25730**
Hostname: **dbserver**
Architecture: **i686**
Operating System: **SUSE Linux Enterprise Server 10 (i586)**
Activated Date: **11 Aug 2006**

System Properties

System Name:
Description:

Facility Address:
City:
State/Province:
Country:
Building:
Room:
Rack:

save ▶

Registered Software

SUSE Linux Enterprise Server 10 - [View Product Detail](#)

Activation Code: **30F268C4AED780**
Expiration Date: **27 Jun 2007**
Registered By: **samkenichi@novellmusic.com**
Registered Date: **11 Aug 2006**
Patch Status:
Last Checked In: **N/A**

5 Click *Patches & Updates* in the *Downloads* section.

If there aren't any patches or updates available, the *Patches & Updates* link is not visible.

6 Follow the on-screen instructions to download the patch or upgrade for the selected system.

3.3 Monitoring Contract History

Novell Customer Center tracks the history of an organization's contracts.

To view your organization's contract history:

- 1** Log in to Novell Customer Center as described in [Section 2.1.2, "Logging In to Novell Customer Center,"](#) on page 15.
- 2** Click *Administration > Organization* in the left navigation frame.

My Organizations

Ed Newman, Provo, UT

These are the organizations for which you have rights to manage and view data. Double-click an organization to view more details, contacts, user directory and contracts. Double-click on any line item to view details. [Click here to request access to an organization.](#)

Filter this view			Organization	Contains			
Organization	Address	ID#					
EDNEWMAN-NOVELLMUSIC-COM	UC94389					
NOVELL MUSIC INC	555 Music Lane, Provo, UT, 84606, United States	100					
			2 Items				
			Export CSV file of this list				

3 Double-click the organization that has the contract you want to monitor.

4 Click the *Contracts* tab.

You can see the contract type, number, expiration date, status, whether the contract has been tagged for automatic renewal, and the discount level.

EDNEWMAN-NOVELLMUSIC-COM, Contract Management

Ed Newman, Provo, UT

Here is a list of this organization's contracts. Double-click on any line item to view details.

Overview

Users

Contracts

Back to List

Filter this view

Contract Type

Is

All

Contract Type

Contract #

Expiration Date

Status

Auto Renew

Discount

0 records returned for selected criteria

0 Items

Export CSV file of this list

Contracts Legend

Active Pending Terminated Expired

3.4 Viewing an Organization's Order History

Novell Customer Center logs your organization's orders for Novell products, subscriptions, quotes from Novell, and services.

To view your organization's order history:

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, "Logging In to Novell Customer Center,"](#) on page 15.
- 2 Click *Administration > Order Tracking* in the left navigation frame.

Order History


Ed Newman, Provo, UT



555 Music Lane Provo, UT (100) << Select an Organization to Manage

This is a catalog of all your Novell transactions to date. Use the filter to help you find exactly what you're looking for. Double-click any item to view details.

Filter this view						
Order #		Date	Contract #	PO	Reseller PO	Billing PO
0 records returned for selected criteria						
0 Items						
Export CSV file of this list						

Order Legend

 New  Pending  Completed

- 3 (Optional) Use the filter to search for specific content, or click the column heading to reorder the list. The  icon to the right of the filter fields applies the filter; the  icon clears it.

- 4 Double-click the order to view additional information about it.

Order information includes contract orders placed under any associated purchase order given to Novell and the date when the order reached Novell. The table also lists any line items associated with the order and information about how they were delivered.

3.5 Working with Quotes


- 1 Click *Administration > Quotes* in the left navigation pane to display the My Quotes page.

My Quotes

Ed Newman, Provo, UT

555 Music Lane Provo, UT (100) << Select an Organization to Manage

Here is a list of all quotes you have received from Novell. You can double-click on a quote to view details, accept the quote and continue the renewal process, or reject the quote. Prices on quotes are good for 30 days. Double-click on any line item to view details.

Filter this view				
Quote ID		Contains		
Quote ID	Date Created	Customer Name	Status	Amount
 100	14 Sep 2006	Novell Music...	New	\$700.00
1 It				

Quote Legend

 New  Pending  Accepted  Rejected

This page shows the quotes you've received from Novell along with the following information and options:

- ♦ **Select an Organization to Manage.** Use the list to select which organization you want to manage.
- ♦ **Filter this view.** Use these fields to arrange the list of quotes.
- ♦ **Quote ID.** The ID number for the quote.
- ♦ **Date Created.** The date the quote was made.
- ♦ **Customer Name.** The name of the customer.
- ♦ **Status.** The status of the process: *New*, *Pending Accept*, *Pending Reject*, and *Pending Help*.
- ♦ **Amount.** The amount quoted.

The following sections provide more information:

- ♦ [Section 3.5.1, “Viewing Details about a Quote,” on page 71](#)
- ♦ [Section 3.5.2, “Accepting a Quote,” on page 72](#)
- ♦ [Section 3.5.3, “Requesting Help,” on page 74](#)

3.5.1 Viewing Details about a Quote

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,” on page 15](#).
- 2 Click *Administration* > *Quotes* in the left navigation frame.


My Quotes

Ed Newman, Provo, UT

555 Music Lane Provo, UT (100)

<< Select an Organization to Manage

Here is a list of all quotes you have received from Novell. You can double-click on a quote to view details, accept the quote and continue the renewal process, or reject the quote. Prices on quotes are good for 30 days. Double-click on any line item to view details.

Filter this view				
Quote ID		Contains		
Quote ID	Date Created	Customer Name	Status	Amount
 100	14 Sep 2006	Novell Music...	New	\$700.00
				1 Item

Quote Legend

 New  Pending  Accepted  Rejected

- 3 Double-click a quote.

Use this page to select purchase options or submit a request.

Renewal Quote #100 - New

NOVELL MUSIC INC (100)

[Back to List](#) |

Prepared For

Contract: 100
Novell Music Inc.
555 Music Lane
Provo, UT 84606
United States

Sales Contact

Joe Novell
joenovell@novell.com

[Purchasing Options](#) ▶

[Questions / Adjustments](#) ▶

Pricing Good: 14 Jan 2008 - 13 Feb 2008

New Start Date: 14 Sep 2006

New End Date: 14 Sep 2007

Line Items

Item Description	SKU	Quantity	Price
Renewal SUSE Linux Enterprise Desktop 10 1-Devi...	874-005058-R	1	\$75.00
			Total: \$700.00

3.5.2 Accepting a Quote

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, “Logging In to Novell Customer Center,”](#) on page 15.
- 2 Click *Administration > Quotes* in the left navigation frame.


My Quotes

Ed Newman, Provo, UT

555 Music Lane Provo, UT (100) ▼

<< Select an Organization to Manage

Here is a list of all quotes you have received from Novell. You can double-click on a quote to view details, accept the quote and continue the renewal process, or reject the quote. Prices on quotes are good for 30 days. Double-click on any line item to view details.

Filter this view				
Quote ID		Contains		
Quote ID	Date Created	Customer Name	Status	Amount
 100	14 Sep 2006	Novell Music...	New	\$700.00
				1 Item

Quote Legend

 New  Pending  Accepted  Rejected

- 3 Double-click a quote.

Renewal Quote #100 - New

NOVELL MUSIC INC (100)
[Back to List](#)

Prepared For

Contract: 100
Novell Music Inc.
555 Music Lane
Provo, UT 84606
United States

Sales Contact

Joe Novell
joenovell@novell.com

[Purchasing Options](#) ▶

[Questions / Adjustments](#) ▶

Pricing Good: 14 Jan 2008 - 13 Feb 2008

New Start Date: 14 Sep 2006

New End Date: 14 Sep 2007

Line Items

Item Description	SKU	Quantity	Price
Renewal SUSE Linux Enterprise Desktop 10 1-Devi...	874-005058-R	1	\$75.00
			Total: \$700.00

4 Click *Purchase Options*.

You have the option to pay by PO number or credit card.

Shopping Cart

Order Number: 100
Order For: NOVELL (120495)

[Back to Quote](#)

RENEWAL QUOTE

PAYMENT INFORMATION

REVIEW ORDER

PLACE ORDER

Choose Payment Type:

☒ Invoice ☐ Credit Card

Enter Your PO Number:

PO#:

Payment Terms:: By choosing to pay by purchase order, you agree to the payment terms found in your contract.

Subtotal	\$281,924.00
Tax	\$0.00
Quote Total	\$281,924.00

[Review Order](#) ▶

5 Select your payment type: invoice or credit card.

- ♦ If you select *Invoice*, specify your PO number in the *PO#* field.
- ♦ If you select *Credit Card*, specify your billing and shipping information along with your credit card details.

6 Click *Review Order*.

Shopping Cart

Order Number: 100
Order For: NOVELL (120495)

[Back to Quote](#)



Line Items

Item Description	SKU	Quantity	Price
ZENworks 7 Suite 1-Device/User 2-Year Upgrade P...	874-004370-R	2123	EUR97,658.00
Novell Cluster Services for NetWare & Open Ente...	874-004366-R	4	EUR7,160.00
iChain 1-User 2-Year Upgrade Protection	874-003557-R	50	EUR180.00
Novell Open Enterprise Server 1-User 1-Year Upg...	874-003896-R	2123	EUR78,551.00
Renewal GroupWise 7 including Mobile Server Pow...	874-005012-R	3935	EUR98,375.00

Subtotal \$281,924.00

Tax \$0.00

Quote Total \$281,924.00

PO# 12345

[Submit Order](#)

- 7 Review your order and click *Submit Order*. If you want to make changes, click *Back to Quote* in the upper right corner.

Order Confirmation

Order Number: 100

Order For: NOVELL (120495)

[Back to Quote](#)

Your order has been accepted by Novell. You may track the fulfillment of your order in the Order History section of the Novell Customer Center.

Line Items

Item Description	SKU	Quantity	Price
ZENworks 7 Suite 1-Device/User 2-Year Upgrade P...	874-004370-R	2123	EUR97,658.00
Novell Cluster Services for NetWare & Open Ente...	874-004366-R	4	EUR7,160.00
iChain 1-User 2-Year Upgrade Protection	874-003557-R	50	EUR180.00
Novell Open Enterprise Server 1-User 1-Year Upg...	874-003896-R	2123	EUR78,551.00
Renewal GroupWise 7 including Mobile Server Pow...	874-005012-R	3935	EUR98,375.00

Subtotal \$281,924.00

Tax \$0.00

Quote Total \$281,924.00

PO# 123456

Your order is sent to processing. You will be notified by e-mail when your order is complete.

3.5.3 Requesting Help

- 1 Log in to Novell Customer Center as described in [Section 2.1.2, "Logging In to Novell Customer Center,"](#) on page 15.
- 2 Click *Administration* > *Quotes* in the left navigation frame.


My Quotes

Ed Newman, Provo, UT

555 Music Lane Provo, UT (100)

<< Select an Organization to Manage

Here is a list of all quotes you have received from Novell. You can double-click on a quote to view details, accept the quote and continue the renewal process, or reject the quote. Prices on quotes are good for 30 days. Double-click on any line item to view details.

Filter this view				
Quote ID		Contains		
 100	14 Sep 2006	Novell Music...	New	\$700.00
				1 Item

Quote Legend

 New  Pending  Accepted  Rejected

3 Double-click a quote.

Renewal Quote #100 - New

NOVELL MUSIC INC (100)

[Back to List](#)

Prepared For

Contract: 100
Novell Music Inc.
555 Music Lane
Provo, UT 84606
United States

Sales Contact

Joe Novell
joenovell@novell.com

[Purchasing Options](#)

[Questions / Adjustments](#)

Pricing Good: 14 Jan 2008 - 13 Feb 2008

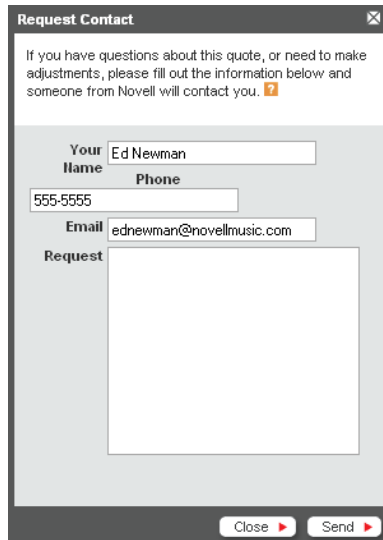
New Start Date: 14 Sep 2006

New End Date: 14 Sep 2007

Line Items


Item Description	SKU	Quantity	Price
Renewal SUSE Linux Enterprise Desktop 10 1-Devi...	874-005058-R	1	\$75.00
			Total: \$700.00

4 Click *Questions/Adjustments*.



The image shows a 'Request Contact' dialog box with a title bar containing a close button. The main text area contains the instruction: 'If you have questions about this quote, or need to make adjustments, please fill out the information below and someone from Novell will contact you.' followed by a small orange icon. Below this are four input fields: 'Your Name' with the value 'Ed Newman', 'Phone' with the value '555-5555', 'Email' with the value 'ednewman@novellmusic.com', and a large empty 'Request' text area. At the bottom are two buttons: 'Close' and 'Send'.

Request Contact

If you have questions about this quote, or need to make adjustments, please fill out the information below and someone from Novell will contact you. 

Your Name Ed Newman

Phone 555-5555

Email ednewman@novellmusic.com

Request

Close Send

- 5 Specify any questions or requests you might have and click *Send*, or click *Close* to cancel.
The status changes to *Pending Help*, and a Novell Representative will either update the quote or contact the user.

Managing Maintenance Support Benefits

4

When you purchase maintenance with your Novell® product, you are entitled to a certain level of support from Novell.

For more information about using Novell Customer Center (NCC) to manage support and training contacts, as well as general information about how to access technical support and training benefits, see [How to Manage Maintenance Support Benefits \(http://support.novell.com/programs/maintenancehelp.html\)](http://support.novell.com/programs/maintenancehelp.html).

For information about using the new electronic service request (SR) system through Novell Customer Center, see [Novell Customer Center - Electronic Service Request \(http://support.novell.com/selfserv/help_ncc.html\)](http://support.novell.com/selfserv/help_ncc.html).

Documentation Updates

A

This section contains information on documentation content changes that were made in this guide after the initial release of Novell® Customer Center. The information can help you to keep current on updates to the documentation.

The documentation was updated on the following dates:

- ♦ [Section A.1, “April 8, 2009,” on page 79](#)
- ♦ [Section A.2, “February 4, 2008,” on page 79](#)
- ♦ [Section A.3, “April 24, 2007,” on page 79](#)
- ♦ [Section A.4, “March 14, 2007,” on page 79](#)
- ♦ [Section A.5, “September 14, 2006,” on page 79](#)

A.1 April 8, 2009

- ♦ Added [Chapter 4, “Managing Maintenance Support Benefits,” on page 77](#).

A.2 February 4, 2008

- ♦ Updated graphics and content throughout.

A.3 April 24, 2007

- ♦ Added [Section 2.2.5, “Requesting Access to an Organization’s Account,” on page 22](#).

A.4 March 14, 2007

- ♦ Added [Section 3.5, “Working with Quotes,” on page 70](#).

A.5 September 14, 2006

- ♦ Substantial editing, reorganization, and additional content throughout.

