

STANDARD OPERATING PROCEDURE DOCUMENT

Title		Logging onto Microsoft Volume Licencing		Doc. No.	IT122
Scope		Operational Directorate			
Purpose		To ensure all IT staff are able to logon to the Microsoft Volume Licencing site to review licence codes and download iso images.			
GUIDELINES		<u>Microsoft Volume Licencing</u> The Microsoft Volume Licence site provides the user with licence keys from software previously purchased by the organisation. Users can purchase further software licences for new and existing products.			
PROCEDURE				RESPONSIBILITY	
1	To logon to the Microsoft Volume Licence site enter the following link into the Internet browser https://www.microsoft.com/Licensing/servicecenter/default.aspx			IT Department	
2	Once the page displays you will then be required to enter a username and password to connect to the Microsoft site. Please refer to the IT shared drive folder for the user credentials.			IT Department	
3	Once you have entered the password click the sign in button			IT Department	
4	After clicking the sign in button a new window will then display. Click on the Rotamaster UC24 icon to load the Rotamaster application.			IT Department	
5	Once the Rotamaster application has loaded you will then be presented with a further login screen. Please use the credentials supplied by a			UC24 Employee	

	member of the IT department. Only authorised users can access the Rotamaster system.	
6	If you have any issues logging onto the Rotamaster application please speak with a member of the IT Department. Further support can be accessed by contacting the IQUS support desk on support@iquus.co.uk	Urgent Care 24 Supervisor



Urgent Care 24

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Title	SOP IT122 Logging onto Microsoft Volume Licencing			Doc. No.	IT122
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Approving Managers/Committee					
Date Ratified					
Department of Originator	Information Management and Technology				
Responsible Executive Director	Director of Finance				
Responsible Manager/Support	Head of IT				
Date Issued	10/11/2015				
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Target Audience	All Staff				
Version	Date	Control Reason			Accountable Person for this Version
Reference documents		Electronic Locations		Locations for Hard Copies	

	Urgent Care 24 Intranet / SOPs / * Clinical Operations Admin section Please delete as appropriate *	Standard Operating Procedures File in the Call Centre.
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