

GSD. Power BI - How to retire a Power BI license

Article ID: KB0039755

Created: 2024-12-19 14:03:32

Updated: 2024-12-19 14:03:32

Author: {'link':

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General Information:

Possible symptoms/errors:

User wants to retire their Power BI license.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

At a given time, a Power BI license might no longer be necessary. In this case, the license needs to be retired, either user's own, or another person's license during an Off-Boarding process. This article explains how to retire a Power BI license.

Details:

1. Advise the user to Open the Power BI Pro form on the Fresenius portal.
2. Ask them to enter the required information in the fields "Order For", "Cost Center", "Approver", "Location", "Business Segment" and "Company" at the bottom of the page. This will be the license holder's information, whose license is going to be retired.
3. Advise the user to select "Remove" in the "Action" field.
4. Then, to click "Order Now" in the top right corner.

Note: The license will run a minimum of 6 months in total before it can be retired. User can order its retirement before the expiration of this time, but the retirement will only happen after the license has been taking effect for at least 6 months. If the retirement is ordered after the license has been in effect for six months, it will be retired to the following month's end.

Assignment Group:

N/A

Ticket Creation:

Template: N/A Categorization:

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

Power BI Pro

form:https://fnc.service-now.com/sp?id=sc_cat_item&sys_id=de921da5db93af402b1c298a48961996