

How to retire a Power BI license?

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

Details:

1. Open the Power BI Pro form on the Fresenius portal.
2. 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. Select "Remove" in the "Action" field.
4. 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. You 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.