

Visual Studio Subscriptions Administration Guide



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Introduction

This guide was created to help Visual Studio Subscription administrators understand the importance of their role as well as assign and manage their Visual Studio Subscriptions and ensure your organization gets the best value out of its Visual Studio Subscription purchases.

Administrators should be aware that this guide is specific to Visual Studio Subscription management, but not other types of licenses purchased through Volume Licensing or MPSA. Other license types purchased through Volume Licensing will continue to be managed in the Volume Licensing Service Center and MPSA will continue to use the Microsoft Business Center (BCP) to manage their licenses.

We hope you find this guide helpful, but if you have questions or need any support, please contact [Visual Studio Subscriptions support](#) for assistance.

Roles and responsibilities of a Visual Studio Subscriptions administrator

In return for a discounted price on Microsoft products and services, your organization agrees to certain responsibilities and limitations regarding your Visual Studio Subscriptions.

A Visual Studio administrator has four key responsibilities:

- 1. Understand the benefits and restrictions of Visual Studio Subscriptions.** Correctly understanding your benefits can enable you to reduce hardware costs by using cloud services, and reduce software costs with per-user licenses for pre-production environments.
- 2. Assign Visual Studio Subscriptions to specific, named individuals and encourage usage.** Your contract requires that Visual Studio Subscriptions be assigned to specific, named individuals. Follow up with your assigned individuals to ensure they access and take full advantage of the benefits included in their Visual Studio Subscription.
- 3. Accurately inventory your pre-production environment.** This is essential in ensuring that all users who interact with Visual Studio-licensed software are appropriately licensed with their own Visual Studio Subscription.
- 4. Track user assignment changes and acquire additional licenses on schedule.** Microsoft Volume Licensing Agreements give you flexibility in how you use and assign Visual Studio Subscriptions. In return, you are expected to track changes to software usage and user assignments and process orders for additional licenses on the schedule outlined in the agreement.

Benefits and limitations of Visual Studio Subscriptions

Visual Studio Subscriptions allow development team members to install and use software to design, develop, test, evaluate, and demonstrate other software. Visual Studio Subscriptions software is not licensed for production environments.

The following table provides more detail on appropriate usage of Visual Studio Subscriptions:

User-based licensing	MSDN Platforms and all levels of Visual Studio Subscriptions are licensed on a per-user basis. Each development team member that will interact (install, configure, or access) with the software included with these products and services requires their own Visual Studio Subscription.
Unlimited installations	Each licensed user may install and use the software on any number of devices to design, develop, test, evaluate, and demonstrate software. The exception is Microsoft Office, which is licensed for one desktop. Visual Studio-licensed software can be installed and used at work, home, school, and on devices at a customer’s office or on dedicated hardware hosted by a third party.
Not intended for production environments	Visual Studio Subscriptions software is not licensed for production environments, including any environment accessed by end users for more than acceptance testing or feedback, an environment connecting to a production database, supporting disaster recovery or production backup, or used for production during peak periods of activity. Exceptions to this include specific benefits for certain subscription levels, outlined in the Visual Studio Licensing White Paper .
License reassignment	When a user leaves a team and no longer requires a license, you may reassign the license after 90 days have passed. When you reassign a license, any product keys that were already used will not be replaced. This is different functionality than existed in the Volume Licensing Service Center (VLSC). Any benefits that were used, such as Pluralsight will be reset.
Exception for end users	At the end of a software development project, end users typically review an application and determine whether it meets the necessary criteria for release. This process is called user acceptance testing (UAT). Team members such as a business sponsor or a product manager can act as proxies for end users. End users who do not have a Visual Studio Subscription may access the software for UAT if use of the software otherwise complies with all Visual Studio licensing terms. It is rare that someone whose primary role is designing, developing, or testing the software would also qualify as an “end user”.

Taking inventory of your pre-production environment

Visual Studio Subscriptions simplify asset management by counting users rather than devices.

Note: Visual Studio administrators must assign Visual Studio Subscriptions to specific, named individuals. Naming conventions such as Dev1, Dev2, or Dev3 are not allowed.

Here are some ways to simplify taking inventory of your pre-production environment:

- **Review your user assignments.** Microsoft provides a website called the [Visual Studio Administration Portal](#) to help you track Visual Studio Subscription assignments.
- **Use your on premise or cloud-based Active Directory to list users.** If you use Active Directory to manage user access, you may be able to identify development and test users by their directory membership.
- **Use automated tools to inventory systems.** You may also need to use a software inventory tool to help manage your software assets and distinguish pre-production environments from production ones. Many customers with Microsoft System Center create naming conventions to help automate this part of the inventory process.
- **Get help with manual reconciliation.** Enlist your staff to help reconcile your development and test users with your development and test environment.

Visual Studio Subscriptions administration for large teams and external contractors

Visual Studio Subscriptions administrators are responsible for ensuring that each user who interacts with Visual Studio-licensed software is appropriately licensed with their own Visual Studio Subscription.

Internal teams

Typically, modern software organizations include stakeholders from several groups. Identify contacts from each group who can help you keep track of user inventory and changes.

Every organization is different, but a typical list of teams involved in development might include:

- Software engineering teams.
- Business teams, including product owners and business analysts.
- Project management teams.
- Quality teams, including QA staff and manual testers.
- IT operations, including pre-production and lab infrastructure managers.

External contractors and partners

External contractors may bring licenses to engage with your Visual Studio-licensed environment. Microsoft Certified Partners may receive a few free Visual Studio Subscriptions for their internal use.

However, these subscriptions do not cover revenue-generating activities such as developing custom software for a customer. Ask partners to send you a certified letter that explains the licenses they are providing and ones they need you to procure.

Track user assignment changes and process orders on schedule

Visual Studio Subscriptions administrators are expected to track Visual Studio usage and process orders for any increases in usage on the schedule outlined in their Volume Licensing agreement or Microsoft Products and Services Agreement. The new Visual Studio Subscriptions Administration portal has made this simple with a helpful tracker showing your available and used licenses.

High watermark of usage

Your company's obligation to purchase Visual Studio Subscriptions takes effect immediately when:

- A license is assigned to a user.
- A user interacts with Visual Studio software.

Your complete purchase obligation is determined by the high watermark of usage. This watermark is the high point either in daily user assignments or in users interacting with Visual Studio software, whichever is higher.

1. Visual Studio Subscriptions administrators may increase the high watermark of usage by assigning Visual Studio Subscriptions to individuals.
2. Visual Studio Subscriptions administrators may reassign subscriptions from one subscriber to another if 90 days have passed since the time of the original assignment. To avoid an artificially high watermark, always do this by first removing the existing subscription and then adding the new one.
3. Visual Studio Subscriptions administrators may change the assigned subscription level for an individual, which would constitute a decrease in one assignment and an increase in another. When you lower a subscriber's assigned subscription level, the individual must immediately stop using and uninstall anything that is only in the higher-level subscription.

Open License and Open Value

You may be assigning subscriptions through another Microsoft Volume Licensing program like Microsoft Open License or Open Value. If so, then you must process your order for additional users during the month in which users (employees or external contractors) begin interacting with Visual Studio-licensed software.

Enterprise, MPSA and Select Plus Agreements

Microsoft Enterprise Agreements (EA), MPSA and Select Plus Agreements give you flexibility in how you use and license Visual Studio software over time. Visual Studio administrators must make an annual True-Up order to bring their software licenses up to the high watermark of usage established during the agreement period.

Using the Visual Studio Subscriptions Administration portal

Keep this in mind when you use the Visual Studio Subscriptions Administration portal:

- **Visual Studio Subscriptions are licensed per user.** Each subscriber can use the software on as many computers as needed for development and testing.
- **Assign only one subscription level for each subscriber,** corresponding to the Visual Studio Subscription your organization purchased. If you have subscribers with more than one subscription level assigned to them, edit their settings so that they only have one.
- **A subscriber's subscription level will need to be updated** when the subscription is upgraded (after the purchase of a "step-up" license) or renewed at a lower level.
- **Do not share subscriptions between subscribers.** You must assign a subscription to anyone who uses all or part of the subscription benefits (software for development and testing, Microsoft Azure, e-learning, etc.).

Accessing the Visual Studio Subscriptions Administration portal

For MPSA customers:

To access the Visual Studio Subscriptions Administration Portal, you will need to be set up as an administrator in the Microsoft Business Center Portal or the BCP.

If you need information about how to be set up as an administrator, please refer to the [Manage User Quick Start Guide](#).

If you have already been set up as an administrator, then you can go directly to the Visual Studio Subscriptions Administration Portal at: <https://manage.visualstudio.com>.

For Volume Licensing customers:

As of March 1st, 2017, customers who are still working through the portal onboarding and migration process will need to manage their subscriptions in the [Volume Licensing Service Center \(VLSC\)](#). For more information about managing subscriptions in the VLSC check out these guides, [Understanding Visual Studio Subscriptions for VLSC](#) and [Managing Visual Studio Subscriptions for VLSC](#).

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To access the new Visual Studio Subscriptions Administration Portal, you will need to be set up as an administrator. To be set up as an administrator, there are a few steps that the Primary or Notices Contact for your organization's Volume Licensing contract will need to take.

If you need information about how to set up an administrator, please watch [this video](#) and refer to these articles on [Visual Studio Subscriptions Administration Portal onboarding and managing administrators](#).

If you have already been set up as an administrator, then you can go directly to the Visual Studio Subscriptions Administration Portal at: <https://manage.visualstudio.com>.

Understanding administrator roles

There are two different roles that exist in the new Visual Studio Subscriptions Administration Portal for Volume Licensing customers. These roles are similar to the Primary/Notices Contact role and the Subscriptions Manager role in the VLSC today.

Super admins: Upon first setting up an organization, the Primary or Notices Contact becomes a super admin by default. The Primary or Notices contact can choose to assign additional super admins or administrators. A super admin has the ability to add and remove other administrators in addition to adding and removing subscribers. If there are more than two super admins in the system, a super-admin can delete all but the last two for security.

Administrators: An administrator can only be set up by someone who is a super admin. An administrator will have access to manage subscribers in the agreements that the super admin assigns to them.

Onboarding your organization

When your organization is ready to be onboarded to the Visual Studio Subscriptions Administration Portal an email will be sent to the Primary and Notices Contacts inviting them to complete the onboarding process. The below details are the steps that will need to be taken in order to onboard to the new portal. If you'd like a walkthrough of the process, check out this [administrator onboarding video](#) or this [support article](#).

1. **Locating your PCN and signing in**
 - a. In the email, the Primary and Notices Contacts are provided with a unique link and the last three digits of their Public Customer Number (PCN). *
 - b. In order to obtain the entire PCN, the Primary Contact will need to sign in to the VLSC (instructions for locating the PCN can be found [here](#)).
 - c. After obtaining the PCN, they'll need to select their unique link which will prompt them to sign in. They will be able to sign in using either a work/school account (if your organization is on AAD) or a Microsoft Account (MSA) if your organization is not on AAD.
 - d. Next, they will need to enter the PCN.
2. **Set up your administrators**
 - a. After entering the PCN, they will be registered as a super admin in the new system and will be able to add other super admins and administrators (previously known as Subscription Managers). To avoid losing access this should be completed prior to your organization's migration date.
3. **Accessing the new subscription management portal**

- a. Once your organization is migrated, emails will be sent to the newly added super admins and administrators inviting them to access the new portal and begin managing subscriptions.

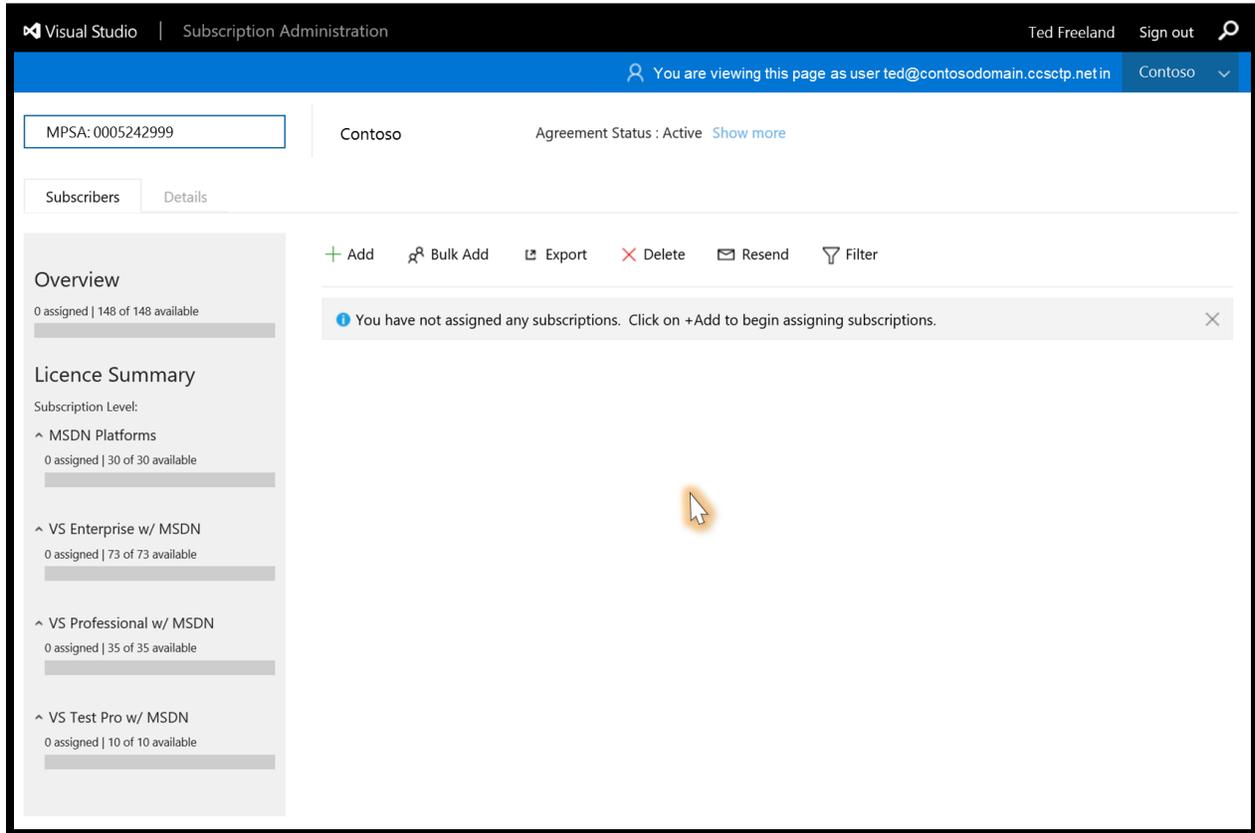
**Note: If the Primary or Notices Contacts receive more than one email, this means that they have more than one PCN. They will need to complete the process using the unique link for the PCN referenced in each email.*

If you need to be added to the new Visual Studio Subscriptions Administration Portal and you aren't sure who your Primary/Notices Contact is, you can find this information after signing in to the [VLSC](#). Take a look at [this article](#) for steps on locating your Primary/Notices Contact in the VLSC.

If you have already been set up as an administrator, then you can go directly to the Visual Studio Subscriptions Administration Portal at: <https://manage.visualstudio.com>.

Using the Visual Studio Subscriptions Administration portal

You should now be viewing the new Visual Studio Subscriptions Administration portal, which enables administrators to manage their Visual Studio Subscriptions purchased through both Volume Licensing and MPSA. While there may be minor differences in the layout depending on your organization's agreement type, the overall experience and function remain the same. Through the portal, you can add, remove, and manage all your Visual Studio subscribers. The following screenshot shows the landing page upon sign-in to the Visual Studio Subscriptions Administration portal. Note that those who are migrated from the VLSC to the new portal, will see all their subscription data once they sign in.

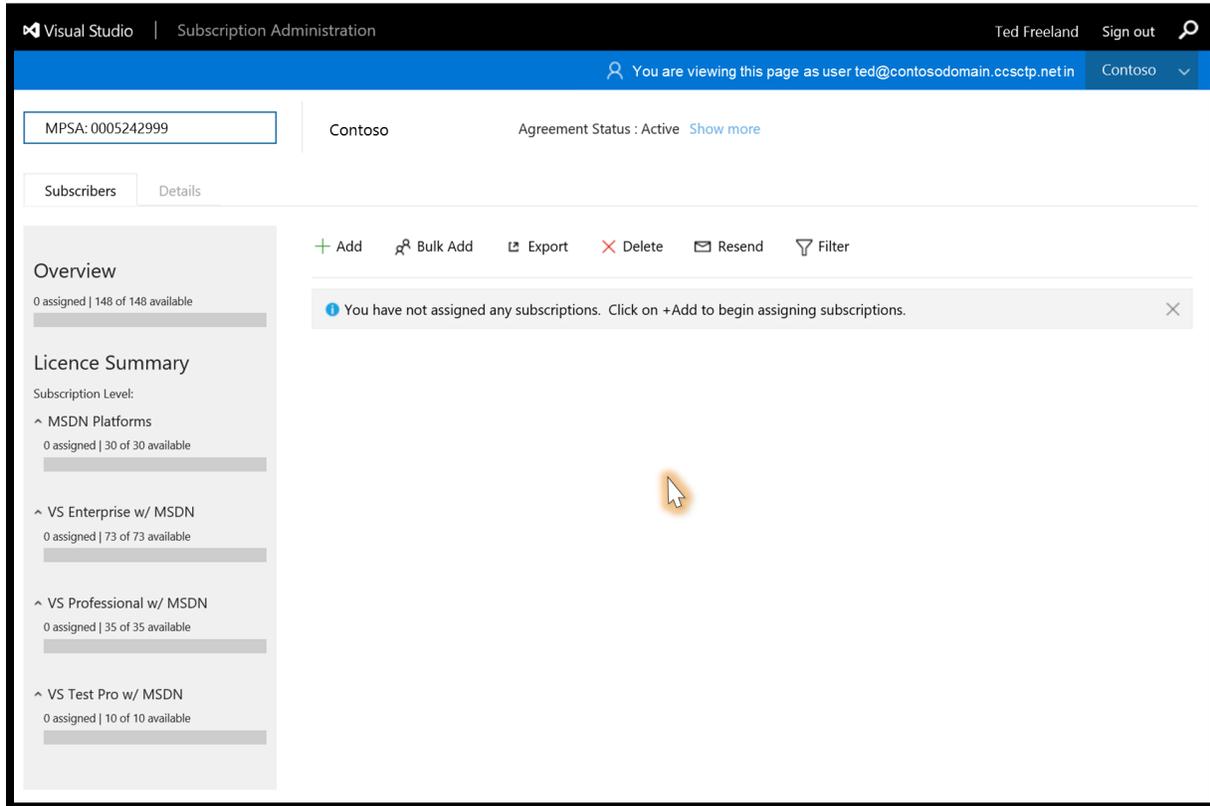


Managing Visual Studio Subscriptions

Here's how to manage your Visual Studio Subscriptions:

1. The Subscribers tab is the main component of the Visual Studio Subscriptions Administration portal. From the manage Subscribers tab of the administration portal, you can carry out multiple administrative tasks, including adding a single user, editing users, and uploading multiple users at once in a batch (batch upload is described in a later section). If you are responsible for more than one agreement, the agreement number will be a dropdown field, and you'll be able to toggle between agreements, so you can manage all of your organization's subscriptions. If you have a Volume Licensing agreement and were recently migrated to the Visual Studio Subscriptions Administration portal, your subscriber information will be prepopulated instead of seeing a blank screen as you do below.

Note: If you are a super admin, you will have a slightly different view that will have a tab to Manage Administrators, as well as the Manage Subscribers and Contact Support tab. The screenshots in this guide are only from the view of an administrator.



Understanding the Subscribers tab

Once you've assigned subscriptions, the Subscribers tab provides detailed information about your subscribers, including:

- The first and last name of each subscriber.
- The email address for this user.
- The subscription level that has been assigned to them.
- The date that their subscription was assigned to them.
- The expiration date for their subscription.
- An optional text description.
- An indication of whether subscriber downloads has been enabled or disabled.
- The country in which they are located.
- Their language preference for the assignment communication email from the administration portal.
- An optional field for a different email address used for communications than sign-in.

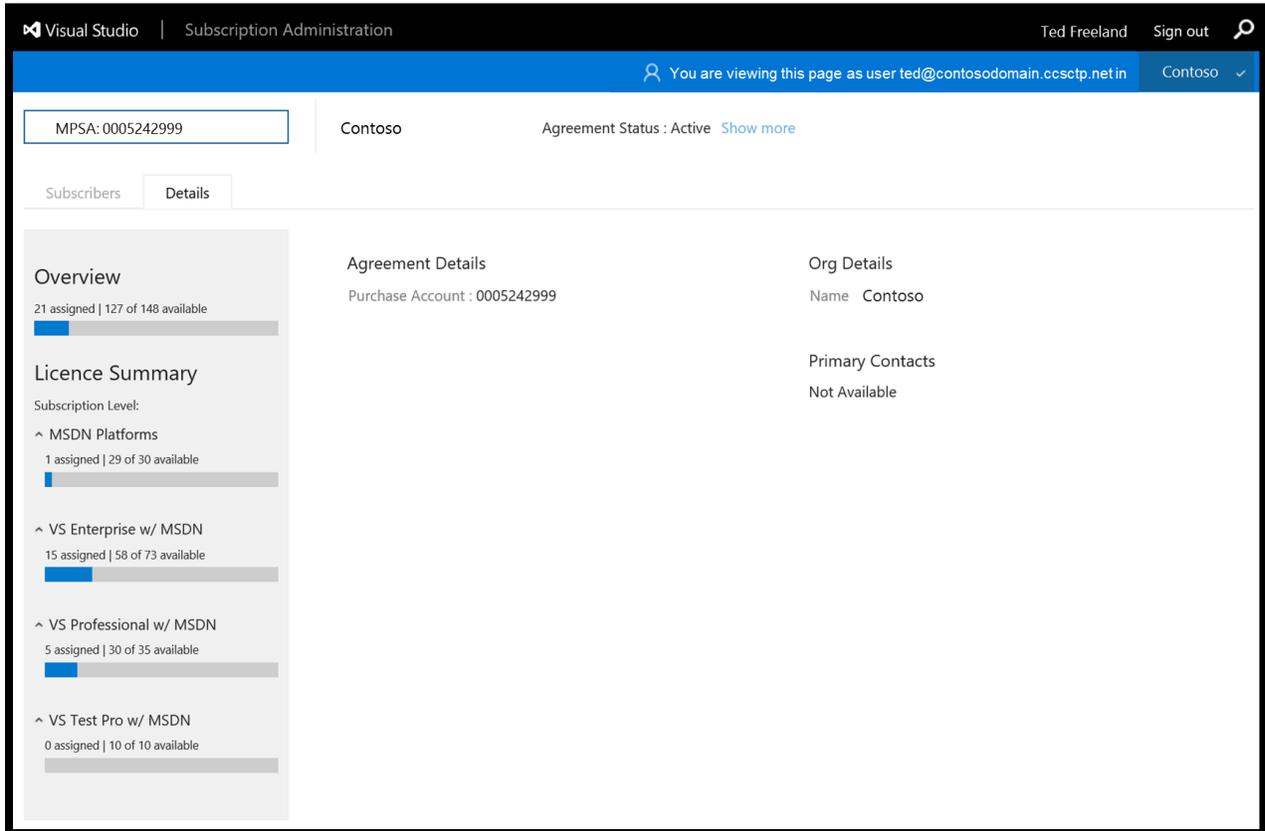
On the left-hand side of this page you can see additional information about the number of subscription licenses purchased, assigned, and still available in your organization for each agreement.

The screenshot displays the Visual Studio Subscription Administration interface. At the top, the user is identified as Ted Freeland, signed out, viewing the page as user ted@contosodomain.ccscpt.net in the Contoso organization. The interface shows a search bar with the value 'MPSA: 0005242999' and the organization name 'Contoso'. The agreement status is 'Active' with a 'Show more' link. Below this, there are tabs for 'Subscribers' and 'Details'. The 'Subscribers' tab is active, showing a list of subscribers with columns for First Name, Last Name, Email, Subscription Level, Assigned, Expires, Reference, and Downloads. The list includes 16 subscribers, all with 'VS Enterprise w/ MSDN' subscriptions. On the left, there is an 'Overview' section showing '21 assigned | 127 of 148 available' and a 'Licence Summary' section with expandable categories: 'MSDN Platforms' (1 assigned | 29 of 30 available), 'VS Enterprise w/ MSDN' (15 assigned | 58 of 73 available), 'VS Professional w/ MSDN' (5 assigned | 30 of 35 available), and 'VS Test Pro w/ MSDN' (0 assigned | 10 of 10 available).

First Name	Last Name	Email	Subscription Level	Assigned	Expires	Reference	Downloads
Florine	Taylor	... florine@contoso.com	MSDN Platforms	9/6/2016	9/29/2017		✓
Ned	Bernhardt	ned@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Ann	Buchanan	ann@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Concetta	O'Connor	concetta@contoso.c...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Clinton	Betz	clinton@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Nelda	Strickland	nelda@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Ted	Freeland	ted@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Clarence	Peltier	clarence@contoso.co...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Tom	Clegg	tom@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Maura	Kline	maura@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Owen	Trowbridge	owen@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Omar	Towle	omar@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Alton	Shifflett	alton@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Geraldine	Navarro	geraldine@contoso.c...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Rachelle	Duran	rachelle@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Doyle	Drayton	doyle@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓

Understanding the Details tab

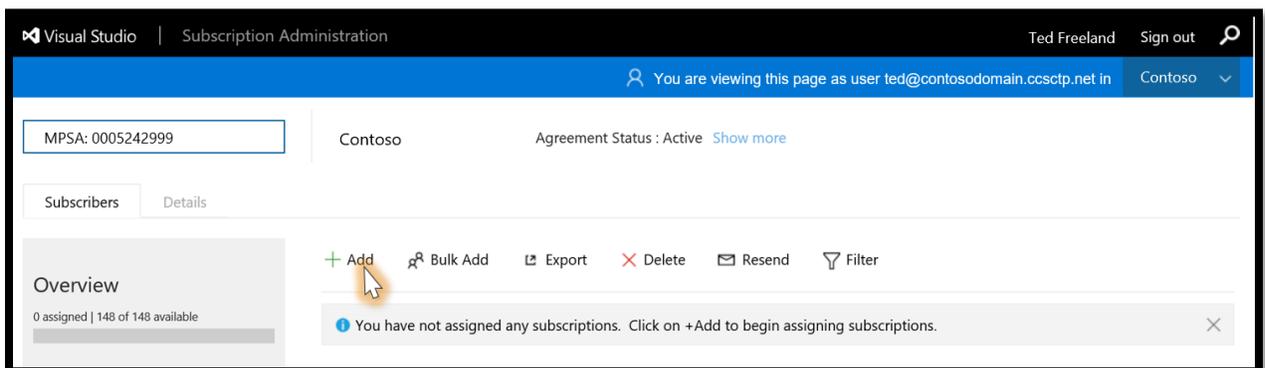
For more information about the agreement you are looking at, you can select the Details tab. The Details tab shows the agreement status, purchase account, org details, primary contacts (VLSC), super-admins (if available) and other pertinent information.



Assigning a single user

If you have available licenses for Visual Studio Subscriptions, you can assign these licenses to new users for them to access their subscription benefits.

1. To assign a single Visual Studio subscriber, at the top of the table, click **Add**.



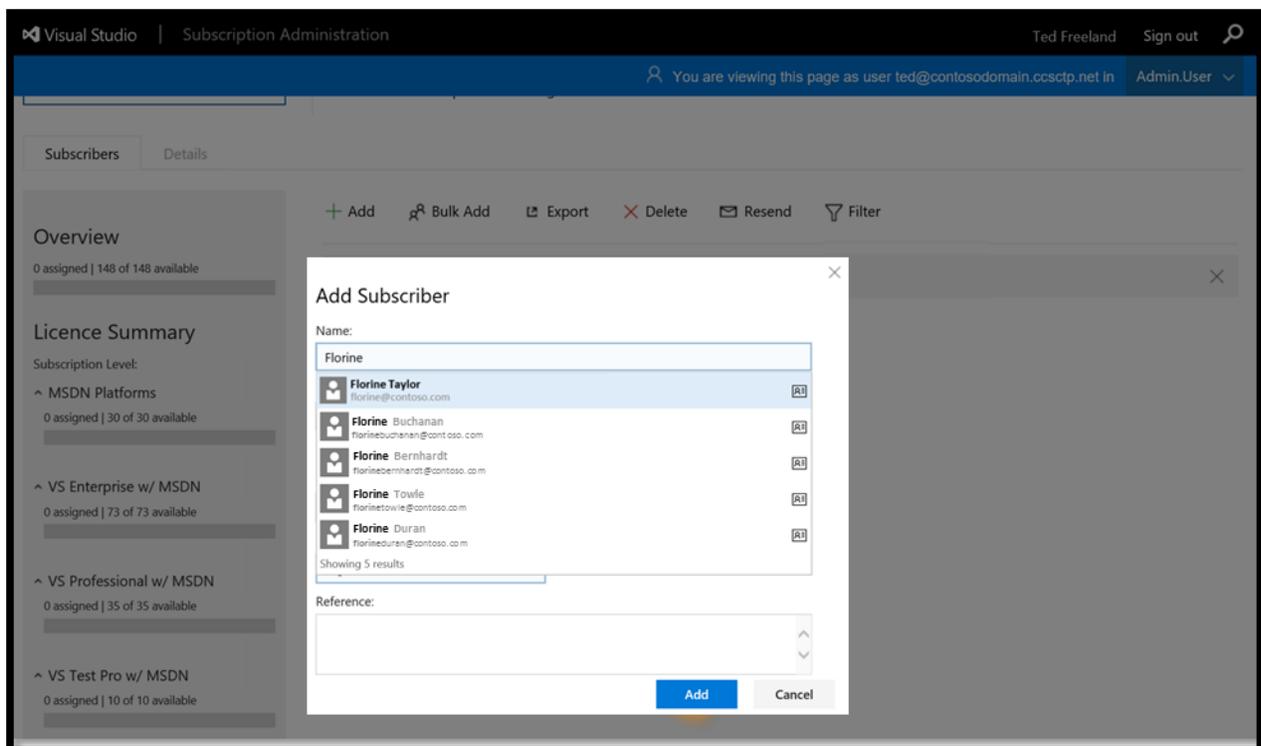
2. Enter the information into the form fields for the new subscriber. If your organization is using Azure Active Directory, then this field acts as a search function to find people in your current directory so

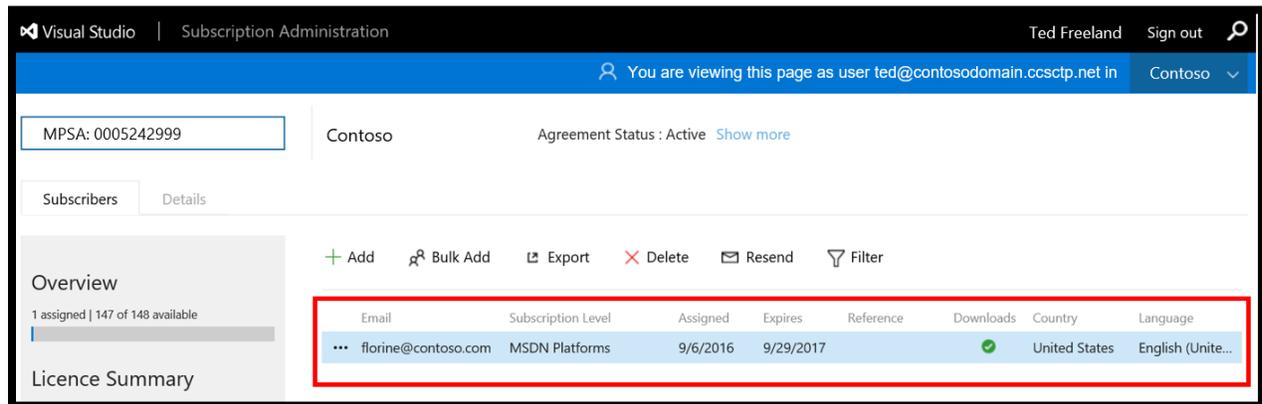
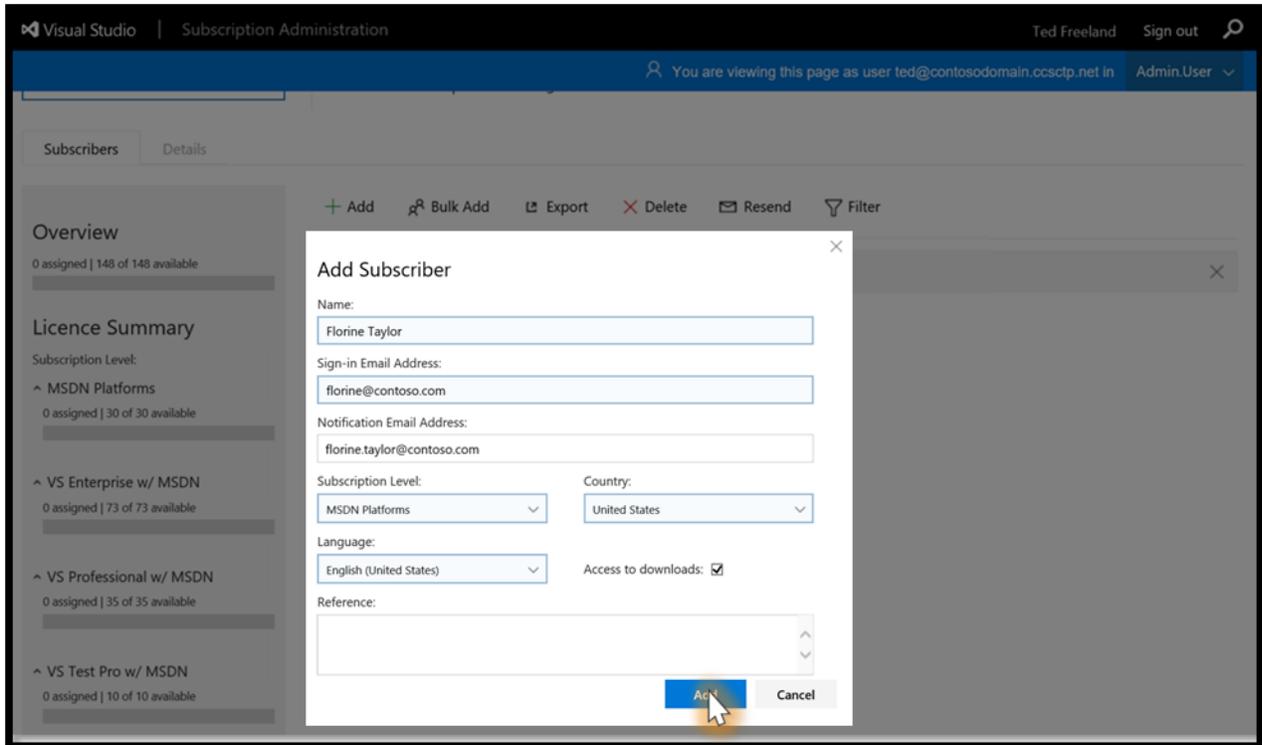
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you can select the correct user from the search results. Once you select that person, their name, sign-in email and notification email will automatically populate as you see below.

If your organization has a different email for receiving emails than the one to be used to sign in, you have the option for entering it here. Select the hyperlink that indicates “Different email for communication than sign-in?”.

If you want this subscriber to be able to sign into the [Visual Studio Subscriptions Portal](#) and have access to software downloads and all other subscription services and resources (including Microsoft Azure, Visual Studio Team Services, Xamarin and Pluralsight training, technical support and others), make sure to leave the **Downloads** box checked. If you choose to uncheck this box, the user will not have access to software downloads, but access to all other benefits included in the subscription will be unaffected. When you’re done, click **Add**.





3. After adding the subscriber, an Assignment Email will be automatically sent to the new subscriber with further instructions. You can send the Assignment Email again at any time by clicking the Resend button in the top menu.

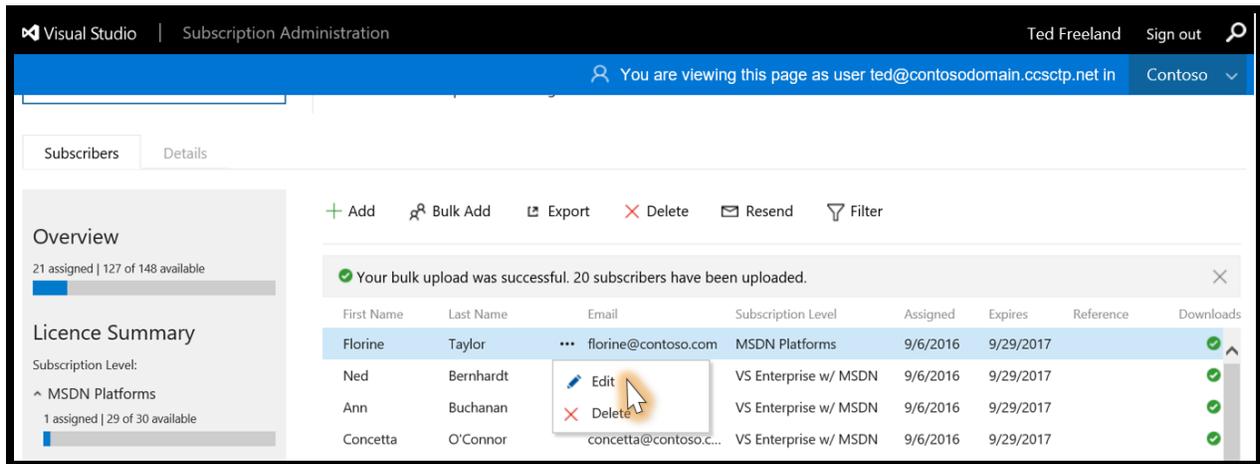
Editing a user's subscription information

1. You can edit a subscriber's information to correct errors or update information. **Please note that editing a subscriber's email address will cause any existing benefits to be reset.**

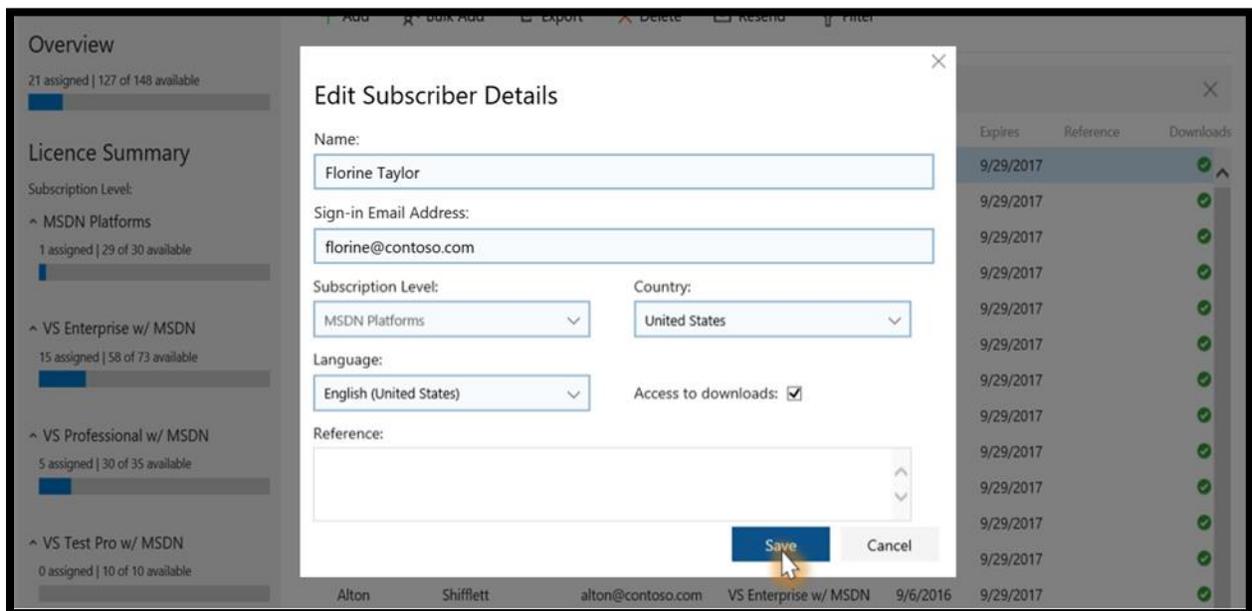
To edit a subscriber, select the ellipses (...) that appear next to the subscriber's email address when you hover your mouse over it. A dropdown will appear, and you will select "edit" to modify the

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subscriber's details. You can also double click on the subscriber row in the grid and the edit window will automatically appear.



2. Once the dialog box opens, you will be able to update the subscriber's first name, last name, country, language and downloads. Edit the subscriber's information, and then click **Save**.



Note: If you need to change the subscription level for a subscriber, you will need to delete the user from the portal and add them again. That field is not editable.

Removing one or more subscribers

When a subscriber no longer requires a Visual Studio Subscription, such as when they leave the company, complete a project, or switch to a new job role, you can remove their subscription and then

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assign it to someone else. Please note that when you reassign a subscription to another individual, both used product keys and unclaimed product keys by the previous user will be available, however all other benefits will be reset.

1. Click the name of the subscriber you want to remove. To select multiple subscribers for removal, hold down the **CTRL** key and click each subscriber you wish to remove, or select **CTRL** and **A** to select and remove all subscribers.

The screenshot displays the Visual Studio Subscription Administration interface. The top navigation bar shows the user is logged in as Ted Freeland. The main content area is titled 'Subscription Administration' and shows the organization 'Contoso' with an 'Active' agreement status. A search bar contains the MPSA number '0005242999'. The interface is divided into two main sections: 'Subscribers' and 'Details'. The 'Subscribers' section is active and shows a list of subscribers. The table has the following columns: First Name, Last Name, Email, Subscription Level, Assigned, Expires, Reference, and Downloads. The table is filtered to show 21 assigned subscribers out of 148 available. The 'Downloads' column shows green checkmarks for all subscribers. The 'Subscribers' section also includes a 'Licence Summary' on the left, which shows the distribution of subscriptions across different levels: MSDN Platforms (1 assigned), VS Enterprise w/ MSDN (15 assigned), VS Professional w/ MSDN (5 assigned), and VS Test Pro w/ MSDN (0 assigned).

First Name	Last Name	Email	Subscription Level	Assigned	Expires	Reference	Downloads
Florine	Taylor	florine@contoso.com	MSDN Platforms	9/6/2016	9/29/2017		✓
Ned	Bernhardt	ned@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Ann	Buchanan	ann@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Concetta	O'Connor	concetta@contoso.c...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Clinton	Betz	clinton@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Nelda	Strickland	nelda@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Ted	Freeland	ted@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Clarence	Peltier	clarence@contoso.co...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Tom	Clegg	tom@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Maura	Kline	maura@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Owen	Trowbridge	owen@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Omar	Towle	omar@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Alton	Shifflett	alton@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Geraldine	Navarro	geraldine@contoso.c...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Rachelle	Duran	rachelle@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Doyle	Drayton	doyle@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓

2. To delete the selected subscriber(s), click **Delete**. When the message appears asking you to confirm the deletion, click **OK**.

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The screenshot shows the Visual Studio Subscriptions Administration Portal. The top navigation bar includes the Visual Studio logo, the page title 'Subscription Administration', the user name 'Ted Freeland', and a 'Sign out' link. Below the navigation bar, there is a search bar containing 'MPSA: 0005242999' and a dropdown menu showing 'Contoso'. The main content area is divided into two sections: 'Subscribers' and 'Details'. The 'Subscribers' section is active and displays a table of subscribers. The table has columns for First Name, Last Name, Email, Subscription Level, Assigned, Expires, Reference, and Downloads. The 'Delete' button in the toolbar is highlighted with a mouse cursor. The 'Licence Summary' section on the left shows the following data:

Subscription Level	Assigned	Available
MSDN Platforms	1	29 of 30
VS Enterprise w/ MSDN	15	58 of 73
VS Professional w/ MSDN	5	30 of 35
VS Test Pro w/ MSDN	0	10 of 10

Using the filter to search for your subscribers

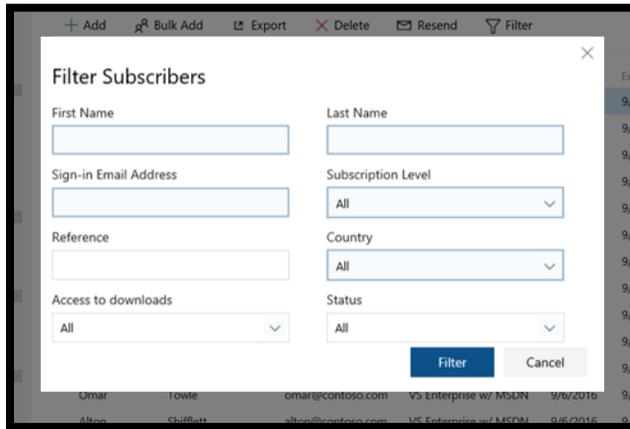
The Visual Studio Subscriptions Administration Portal allows you to find a specific subset of subscribers based on several different criteria. You can filter the subscribers in the list to find people by their name, email address, subscription level, and various other information.

1. To search for a specific group of subscribers, at the top of the table, click **Filter**.

This screenshot is identical to the one above, but the 'Filter' button in the toolbar is highlighted with a mouse cursor. The table of subscribers is partially visible, showing the first few rows:

First Name	Last Name	Email	Subscription Level	Assigned	Expires	Reference	Downloads
Florine	Taylor	florine@contoso.com	MSDN Platforms	9/6/2016	9/29/2017		✓
Ned	Bernhardt	ned@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Ann	Buchanan	ann@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Concetta	O'Connor	concetta@contoso.c...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓

2. You will see many fields appear that you can filter with. Select the criteria you would like to use as the basis of your search and then click **Find**. You will then see a list of subscribers who match the criteria you chose.



Handling an “over-claimed” subscription license situation

Sometimes orders are changed after subscribers have been added, which can result in having more assigned subscriptions than licenses owned by your company. When this happens, the Subscribers tab will show an alert and provide you with further information. **Note: Overclaimed scenarios will not be allowed in Open License programs.*

Visual Studio Subscriptions Administration Guide

The screenshot displays the Visual Studio Subscription Administration interface. At the top, the user is identified as Ted Freeland, and the page is viewed as user ted@contosodomain.ccscpt.net in the Contoso organization. A yellow alert banner at the top states: "Your agreement is over allocated with 5 VS Test Pro w/ MSDN subscriptions. Please contact your purchasing agent to purchase more licenses, or lower the number of subscriptions assigned by deleting users from the list below." Below the alert, the MPSA number 0005242999 is shown, along with the organization name Contoso and the Agreement Status: Active. The interface is divided into two main sections: "Subscribers" and "Details". The "Subscribers" section is active, showing a list of subscribers with columns for First Name, Last Name, Email, Subscription Level, Assigned, Expires, Reference, and Downloads. The "Overview" section on the left provides a summary of the license usage, including a bar chart showing 5 overallocated licenses out of 143 available. The "Licence Summary" section lists the subscription levels and their usage: MSDN Platforms (1 assigned, 29 of 30 available), VS Enterprise w/ MSDN (15 assigned, 58 of 73 available), VS Professional w/ MSDN (5 assigned, 30 of 35 available), and VS Test Pro w/ MSDN (5 overallocated, -5 of 5 available).

Visual Studio | Subscription Administration | Ted Freeland | Sign out

You are viewing this page as user ted@contosodomain.ccscpt.net in Contoso

⚠ Your agreement is over allocated with 5 VS Test Pro w/ MSDN subscriptions. Please contact your purchasing agent to purchase more licenses, or lower the number of subscriptions assigned by deleting users from the list below.

MPSA: 0005242999 | Contoso | Agreement Status : Active [Show more](#)

Subscribers | Details

Overview

5 overallocated | 112 of 143 available

Licence Summary

Subscription Level:

- MSDN Platforms
1 assigned | 29 of 30 available
- VS Enterprise w/ MSDN
15 assigned | 58 of 73 available
- VS Professional w/ MSDN
5 assigned | 30 of 35 available
- VS Test Pro w/ MSDN
5 overallocated | -5 of 5 available

+ Add Bulk Add Export Delete Resend Filter

First Name	Last Name	Email	Subscription Level	Assigned	Expires	Reference	Downloads
Florine	Taylor	florine@contoso.com	MSDN Platforms	9/6/2016	9/29/2017		✓
Ned	Bernhardt	ned@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Ann	Buchanan	ann@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Concetta	O'Connor	concetta@contoso.c...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Clinton	Betz	clinton@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Nelda	Strickland	nelda@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Ted	Freeland	ted@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Clarence	Peltier	clarence@contoso.co...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Tom	Clegg	tom@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Maura	Kline	maura@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Owen	Trowbridge	owen@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Omar	Towle	omar@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Alton	Shifflett	alton@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Geraldine	Navarro	geraldine@contoso.c...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Rachelle	Duran	rachelle@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Doyle	Drayton	doyle@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓

1. To resolve over-claimed licenses, click the alert text. This will display a filtered list of the subscribers that are assigned to the subscription level and expiration date that is over-claimed.

Visual Studio Subscriptions Administration Guide

Visual Studio | Subscription Administration | Ted Freeland | Sign out

You are viewing this page as user ted@contosodomain.csctp.net | Contoso

⚠ Your agreement is over allocated with 5 VS Test Pro w/ MSDN subscriptions. Please contact your purchasing agent to purchase more licenses, or lower the number of subscriptions assigned by deleting users from the list below.

MPSA: 0005242999 | Contoso | Agreement Status : Active [Show more](#)

Subscribers | Details

Overview
5 overallocated | 112 of 143 available

Licence Summary
Subscription Level:
^ MSDN Platforms
1 assigned | 29 of 30 available
^ VS Enterprise w/ MSDN
15 assigned | 58 of 73 available

+ Add Bulk Add Export Delete Resend Filter

First Name	Last Name	Email	Subscription Level	Assigned	Expires	Reference	Downloads
Irma	Cotton	irma@contoso.com	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Freddie	Phillip	freddie@contoso.com	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Marylou	Huffman	marylou@contoso.co...	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Susana	Berg	susana@contoso.com	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Della	Cole	della@contoso.com	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Lucy	West	lucy@contoso.com	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Beatrice	Cruz	beatrice@contoso.co...	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Fern	Osborne	fern@contoso.com	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓

2. Remove subscribers as needed to rectify the over-claimed licenses.

Visual Studio | Subscription Administration | Ted Freeland | Sign out

You are viewing this page as user ted@contosodomain.csctp.net | Contoso

⚠ Your agreement is over allocated with 5 VS Test Pro w/ MSDN subscriptions. Please contact your purchasing agent to purchase more licenses, or lower the number of subscriptions assigned by deleting users from the list below.

MPSA: 0005242999 | Contoso | Agreement Status : Active [Show more](#)

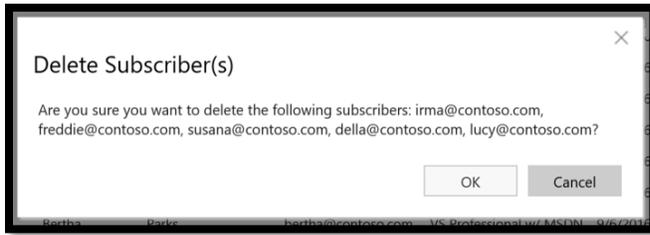
Subscribers | Details

Overview
5 overallocated | 112 of 143 available

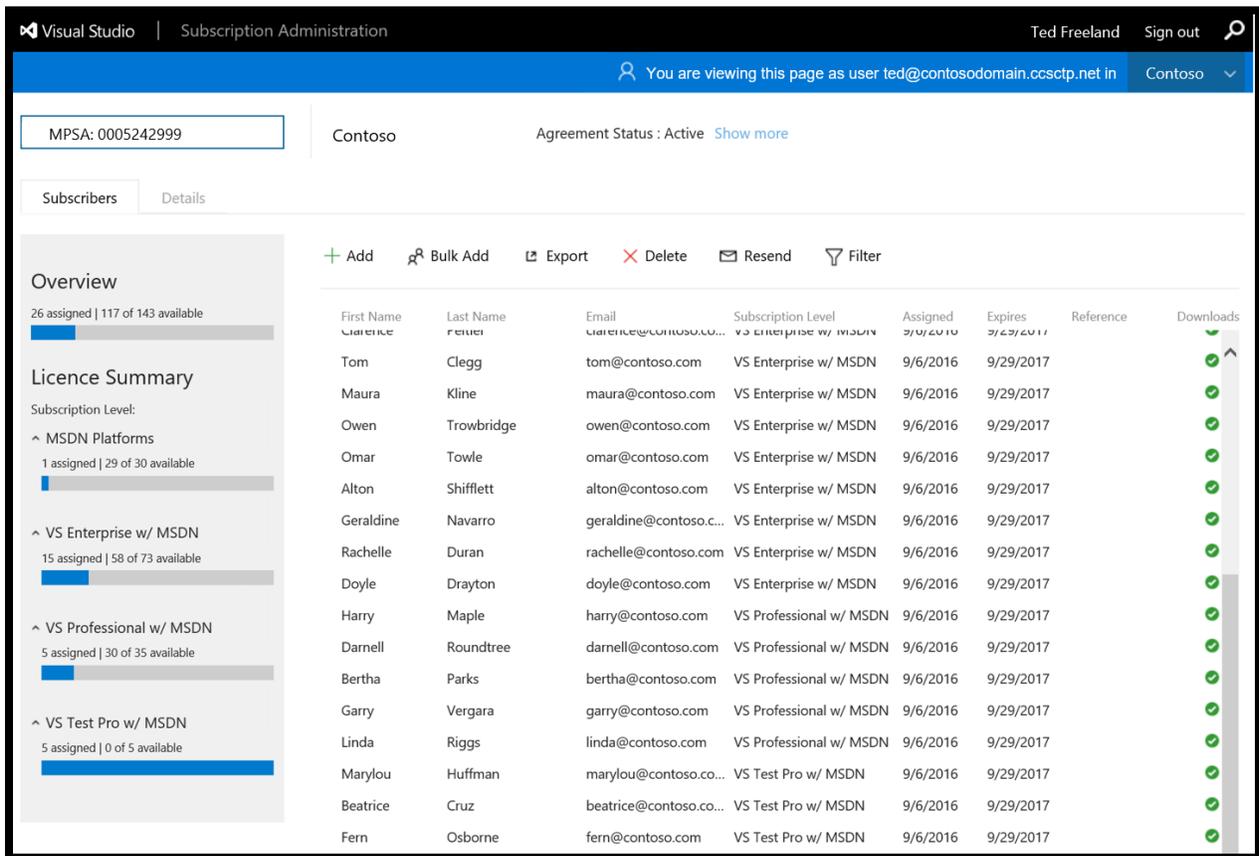
Licence Summary
Subscription Level:
^ MSDN Platforms
1 assigned | 29 of 30 available
^ VS Enterprise w/ MSDN
15 assigned | 58 of 73 available

+ Add Bulk Add Export Delete Resend Filter

First Name	Last Name	Email	Subscription Level	Assigned	Expires	Reference	Downloads
Irma	Cotton	irma@contoso.com	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Freddie	Phillip	freddie@contoso.com	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Marylou	Huffman	marylou@contoso.co...	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Susana	Berg	susana@contoso.com	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Della	Cole	della@contoso.com	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Lucy	West	lucy@contoso.com	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Beatrice	Cruz	beatrice@contoso.co...	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Fern	Osborne	fern@contoso.com	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓



3. The overview on the left side of the page will update to show that you are once again in compliance, and all over-claimed notifications will disappear.



Handling expired subscriptions

When a user's subscription has expired, this is indicated in the portal by a red bar next to their name. For those subscribers to continue using their Visual Studio Subscription benefits, you will need to renew their licenses.

Visual Studio | Subscription Administration | Ted Freeland | Sign out

You are viewing this page as user ted@contosodomain.ccscpt.net | Contoso

MPSA: 0005242999 | Contoso | Agreement Status : Active [Show more](#)

Subscribers | Details

Overview
26 assigned | 117 of 143 available

Licence Summary
Subscription Level:
^ MSDN Platforms
1 assigned | 29 of 30 available
^ VS Enterprise w/ MSDN
15 assigned | 58 of 73 available
^ VS Professional w/ MSDN
5 assigned | 30 of 35 available
^ VS Test Pro w/ MSDN
5 assigned | 0 of 5 available

+ Add | Bulk Add | Export | Delete | Resend | Filter

First Name	Last Name	Email	Subscription Level	Assigned	Expires	Reference	Downloads
Florine	Taylor	florine@contoso.com	MSDN Platforms	9/6/2015	9/29/2017		✓
Ned	Bernhardt	ned@contoso.com	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Ann	Buchanan	ann@contoso.com	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Concetta	O'Connor	concetta@contoso.c...	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Clinton	Betz	clinton@contoso.com	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Nelda	Strickland	nelda@contoso.com	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Ted	Freeland	ted@contoso.com	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Clarence	Peltier	clarence@contoso.co...	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Tom	Clegg	tom@contoso.com	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Maura	Kline	maura@contoso.com	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Owen	Trowbridge	owen@contoso.com	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Omar	Towle	omar@contoso.com	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Alton	Shifflett	alton@contoso.com	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Geraldine	Navarro	geraldine@contoso.c...	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Rachelle	Duran	rachelle@contoso.com	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Doyle	Drayton	doyle@contoso.com	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Harry	Maple	harry@contoso.com	VS Professional w/ MSDN	9/6/2015	9/29/2017		✓

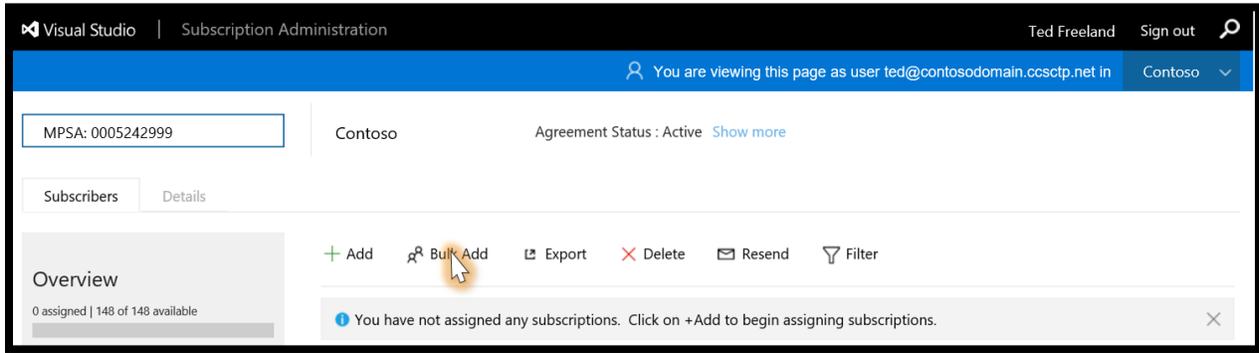
To renew the subscriptions, contact your Volume Licensing reseller or your Microsoft seller. Provide them with your Agreement Number and Purchase Account Number. Your reseller or Microsoft seller will guide you through the renewal or purchasing additional subscriptions process. Once the order has been placed or the contract has been renewed, the new subscriptions would be available, they can be assigned to your subscribers.

Adding multiple subscribers by using bulk assign

You can assign multiple subscribers at once using the bulk upload process.

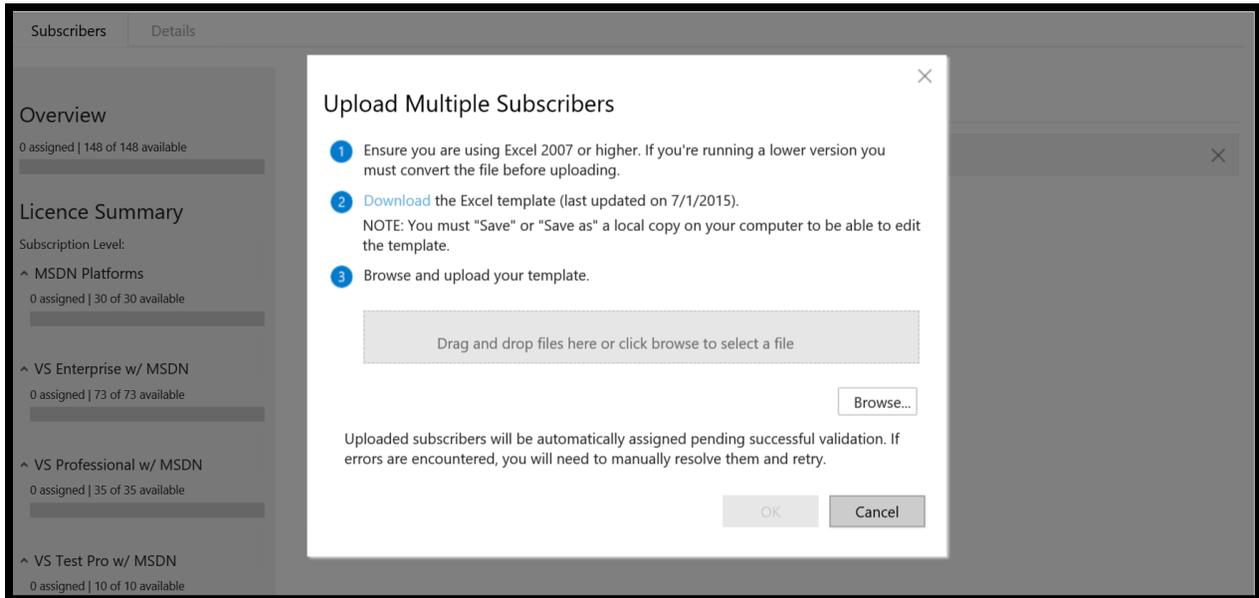
Beginning the bulk upload process

1. To add multiple subscribers at once, navigate to the Subscribers tab. In the ribbon at the top, click **Bulk Add**.



Filling out the bulk upload template

1. Bulk assign uses a Microsoft Excel template to upload subscribers. In the **Upload Multiple Subscribers** dialog box, click **Download** to download the template. Always download the latest version of this template. If you use an older version, your bulk upload may fail.



2. In the Excel spreadsheet, fill out the fields with the information for the individuals you want to assign subscriptions to. Reference is an optional field. If you have filled out any part of the template incorrectly, you should see an error message describing the problem. Save the file on your hard drive when done.

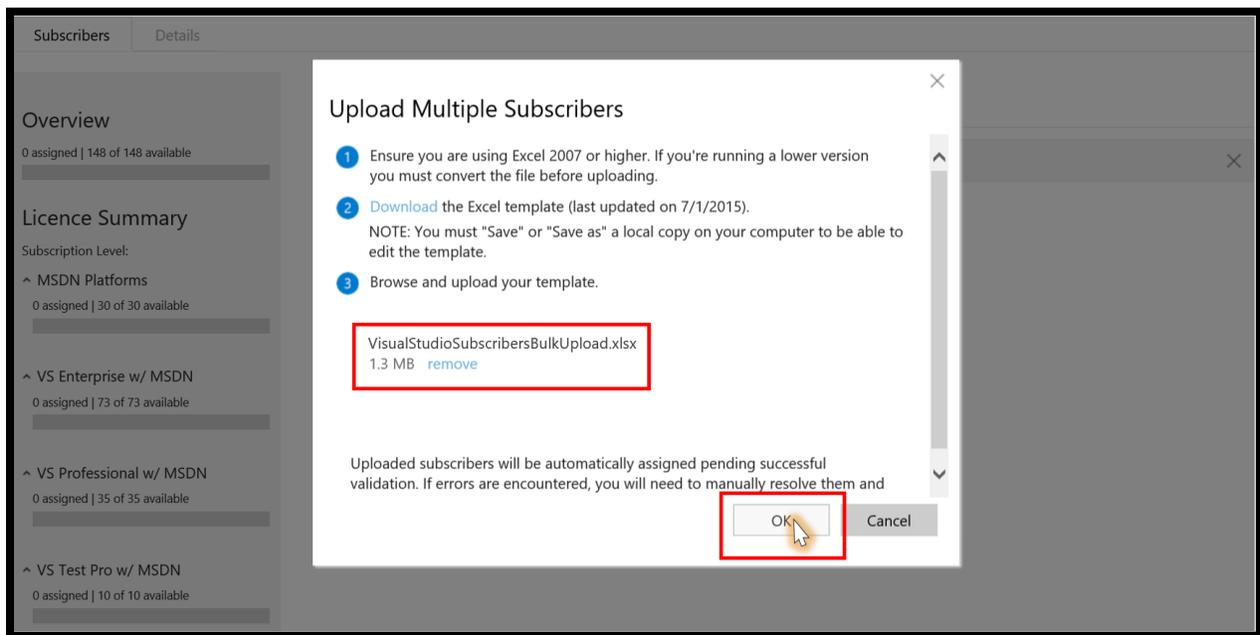
To help ensure a smooth upload, observe the following best practices:

- Ensure that none of the form fields contain commas.
- Remove spaces before and after form fields such as users' names.
- Make sure users' names do not contain extra spaces in between two-part first or last names (e.g. two-part first name such as "Maggie May" should not be typed as "Maggie May" as the system will not trim the extra space)

First Name	Last Name	Email	Country	Language	Subscription Level	Downloads	Reference	Notification Email
90 characters	90 characters	140 characters	(select from the list)	(select from the list)	(select from the list)	(TRUE or FALSE)		140 characters
<i>(Required)</i>	<i>(Required)</i>	<i>(Required)</i>	<i>(Required)</i>	<i>(Required)</i>	<i>(Required)</i>	<i>(Required)</i>	<i>(Optional)</i>	<i>(Optional)</i>
Ned	Bernhardt	ned@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE		ned.bernhardt@contoso.com
Ann	Buchanan	ann@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE		ann.buchanan@contoso.com
Concetta	O'Connor	concetta@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE		concetta.o'connor@contoso.com
Clinton	Betz	clinton@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE		clinton.betz@contoso.com
Nelda	Strickland	nelda@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE		nelda.strickland@contoso.com
Ted	Freeland	ted@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE		ted.freeland@contoso.com
Clarence	Peltier	clarence@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE		clarence.peltier@contoso.com
Tom	Clegg	tom@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE		tom.clegg@contoso.com
Maura	Kline	maura@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE		maura.kline@contoso.com
Owen	Trowbridge	owen@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE		owen.trowbridge@contoso.com
Omar	Towle	omar@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE		omar.towle@contoso.com
Alton	Shifflett	alton@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE		alton.shifflett@contoso.com
Geraldine	Navarro	geraldine@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE		geraldine.navarro@contoso.com
Rachelle	Duran	rachelle@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE		rachelle.duran@contoso.com
Doyle	Drayton	doyle@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE		doyle.drayton@contoso.com
Harry	Maple	harry@contoso.com	United States	English (United States)	VS Professional w/ MSDN	TRUE		harry.maple@contoso.com
Darnell	Roundtree	darnell@contoso.com	United States	English (United States)	VS Professional w/ MSDN	TRUE		darnell.roundtree@contoso.com
Bertha	Parks	bertha@contoso.com	United States	English (United States)	VS Professional w/ MSDN	TRUE		bertha.parks@contoso.com
Garry	Vergara	garry@contoso.com	United States	English (United States)	VS Professional w/ MSDN	TRUE		garry.vergara@contoso.com
Linda	Riggs	linda@contoso.com	United States	English (United States)	VS Professional w/ MSDN	TRUE		linda.riggs@contoso.com

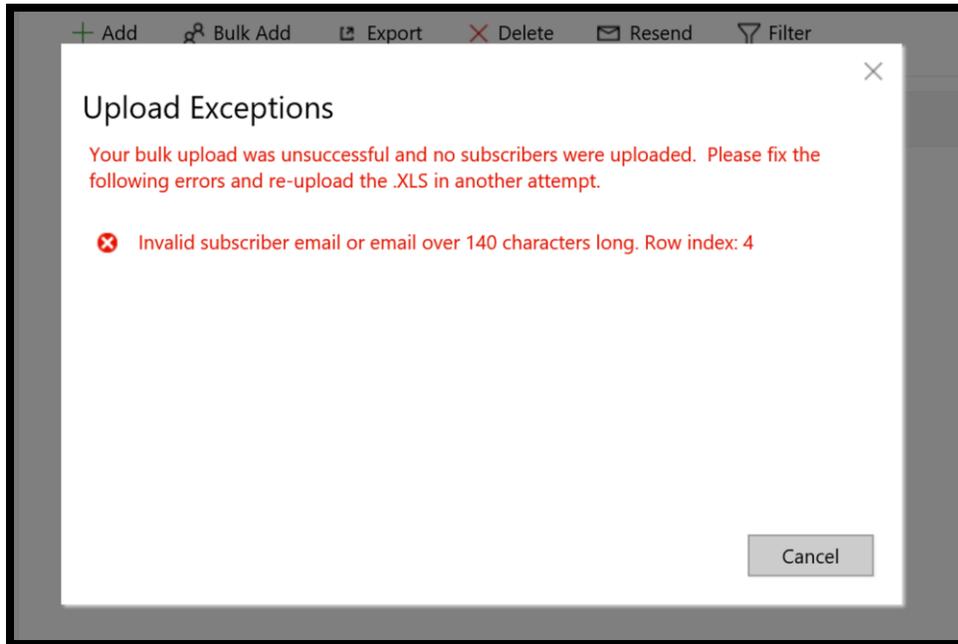
Uploading the bulk upload template

1. Return to the Visual Studio Subscriptions Administration portal and in the **Upload Multiple Subscribers** dialog box, click **Browse**. Navigate to the Excel file you saved. When you're done, click **OK**. You will see the upload progress on the screen.

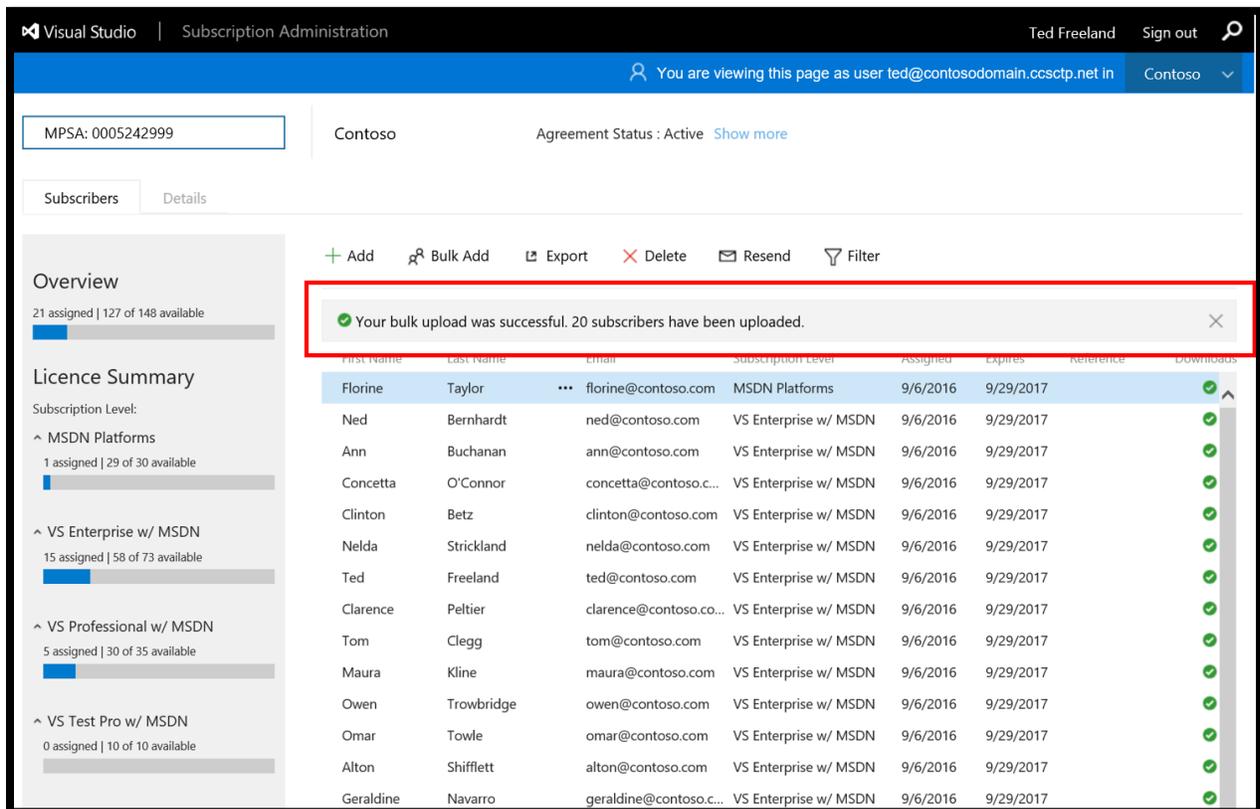


Handling errors in the bulk upload template

If any errors were present in the template, the upload will fail, and you will be shown exactly where and what the errors were so that you can correct the template and attempt the bulk upload again.



When the upload is successful, you will see the list of subscribers and see a confirmation message indicating that it was completed.



Editing multiple subscribers by using bulk edit

You can edit multiple subscribers at once using the bulk edit process. This feature is primarily used for organizations that are going through corporate email address changes or if an organization has decided to restrict access to downloads. It is important to note that subscription levels (i.e. Enterprise, Professional, etc.) and subscription GUIDs cannot be altered and if you attempt an upload with these items changed, then the upload will fail.

Beginning the bulk edit process

1. To edit multiple subscribers at once, navigate to the Subscribers tab. In the ribbon at the top, click **Bulk Edit**.

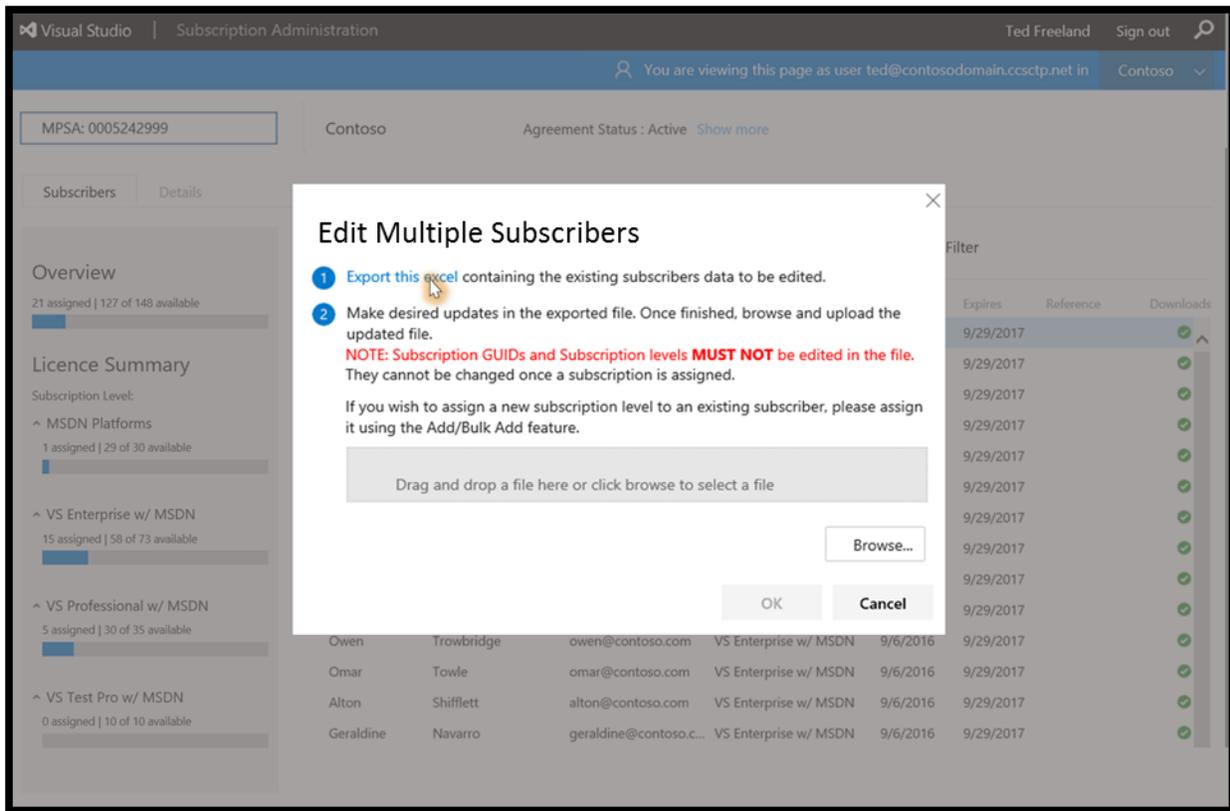
The screenshot shows the Visual Studio Subscription Administration interface. The top navigation bar includes the Visual Studio logo, the page title 'Subscription Administration', the user name 'Ted Freeland', and a 'Sign out' button. Below the navigation bar, there is a search bar with the value 'MPSA: 0005242999' and a dropdown menu showing 'Contoso'. The main content area is divided into a left sidebar and a main table. The sidebar contains an 'Overview' section with a progress bar for '21 assigned | 127 of 148 available' and a 'Licence Summary' section with four categories: 'MSDN Platforms' (1 assigned | 29 of 30 available), 'VS Enterprise w/ MSDN' (15 assigned | 58 of 73 available), 'VS Professional w/ MSDN' (5 assigned | 30 of 35 available), and 'VS Test Pro w/ MSDN' (0 assigned | 10 of 10 available). The main table has a ribbon with buttons for 'Add', 'Bulk Add', 'Export', 'Bulk Edit', 'Delete', 'Resend', and 'Filter'. The 'Bulk Edit' button is highlighted with a mouse cursor. The table itself has columns for 'First Name', 'Last Name', 'Email', 'Subscription Level', 'Assigned', 'Expires', 'Reference', and 'Downloads'. The first row is highlighted in blue and shows 'Florine Taylor' with email 'florine@contoso.com' and 'MSDN Platforms' subscription level. The rest of the table contains 15 other subscribers with 'VS Enterprise w/ MSDN' subscription level. The 'Downloads' column contains green checkmarks for all subscribers.

First Name	Last Name	Email	Subscription Level	Assigned	Expires	Reference	Downloads
Florine	Taylor	florine@contoso.com	MSDN Platforms	9/6/2016	9/29/2017		✓
Ned	Bernhardt	ned@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Ann	Buchanan	ann@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Concetta	O'Connor	concetta@contoso.c...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Clinton	Betz	clinton@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Nelda	Strickland	nelda@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Ted	Freeland	ted@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Clarence	Peltier	clarence@contoso.co...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Tom	Clegg	tom@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Maura	Kline	maura@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Owen	Trowbridge	owen@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Omar	Towle	omar@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Alton	Shifflett	alton@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Geraldine	Navarro	geraldine@contoso.c...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓

Filling out the bulk edit template

1. Like bulk assign, bulk edit uses an Excel template to make edits to subscriber information. In the **Bulk Edit** box, click **Export this Excel** to download the current list of subscribers including all of their information.

Visual Studio Subscriptions Administration Guide

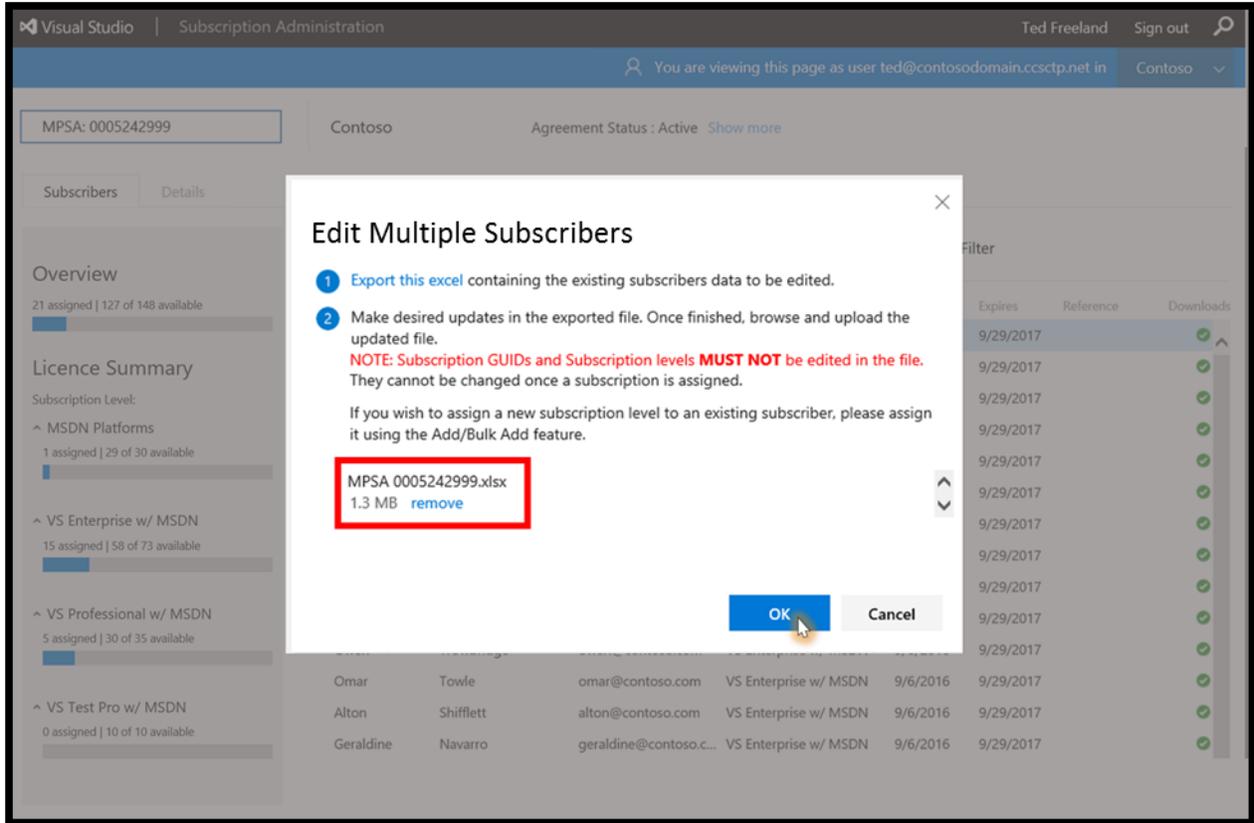


- Next, save the file locally so you can easily find it and make any necessary changes prior to uploading it. To ensure a successful upload, **don't edit the subscription level or the subscription GUID as doing so will cause the upload to fail.**

Name	Sign In Email	Country	Language	Subscription Level	Downloads	Reference	Notification Email	Subscription GUID	Error message (please ensure no errors before)
160 characters (Required)	140 characters (Required)	(select from the list) (Required)	(select from the list) (Required)	(subscription display name) (DO NOT UPDATE)	(TRUE or FALSE) (Required)	(Optional)	140 characters (Optional)	(32 character string) (DO NOT UPDATE)	
Ned Bernhardt	ned@on.contoso.com	United States	English (United States)	Visual Studio Enterprise	TRUE			73511f5d-9a06-4707-a323-76e676b3035c	
Ann Buchanan	ann@on.contoso.com	United States	English (United States)	Visual Studio Enterprise	TRUE			613f9d99-ad0c-4223-a965-7e749c530079	
Concetta O'Connor	concetta@on.contoso.com	United States	English (United States)	Visual Studio Enterprise	TRUE			81807774-c4d7-4aa8-a07b-96623c0b9911	
Clinton Betz	clinton@on.contoso.com	United States	English (United States)	Visual Studio Enterprise	TRUE			98119c2b3-7b92-4d51-8500-901851a38922	
Helda Strickland	helda@on.contoso.com	United States	English (United States)	Visual Studio Enterprise	TRUE			309d992-4968-4843-bc36-bc2bc370b108	
Ted Freeland	ted@on.contoso.com	United States	English (United States)	Visual Studio Enterprise	TRUE			03233803-0a1e-4922-6611-64a36a460a6	
Clarence Peltier	clarence@on.contoso.com	United States	English (United States)	Visual Studio Enterprise	TRUE			5a0438e5-90a0-4812-8290-dfc3aa5220ff	
Tom Clegg	tom@on.contoso.com	United States	English (United States)	Visual Studio Enterprise	TRUE			af0d88ee-0e1a-4268-91b5-4201383a0688	
Misara Kline	misara@on.contoso.com	United States	English (United States)	Visual Studio Enterprise	TRUE			26fb0277-5a7a-465d-b95f-9639e93a94	
Owen Trowbridge	owen@on.contoso.com	United States	English (United States)	Visual Studio Enterprise	TRUE			9338e08-005c-49c4-8016-0c4978c91605	
Omar Towle	omar@on.contoso.com	United States	English (United States)	Visual Studio Enterprise	TRUE			53676856-395a-46d9-b44d-8d7b41b9312e	
Alton Shifflett	alton@on.contoso.com	United States	English (United States)	Visual Studio Enterprise	TRUE			67e1182-0e7b-49e7-af5d-be7ba0c1e7a0	
Geraldine Navarro	geraldine@on.contoso.com	United States	English (United States)	Visual Studio Enterprise	TRUE			0591e3c9-0f12-444a-ab60-c4670bcb080	
Rachelle Duran	rachelle@on.contoso.com	United States	English (United States)	Visual Studio Enterprise	TRUE	contoso.com		8c0b1e50-7a0a-4e65-8381-d930f77ec8a3	
Flornie Taylor	flornie@on.contoso.com	United States	English (United States)	MSDN Platforms	TRUE			6db13c93-4d7f-487a-a001-4f6005a06c5e	

Uploading the bulk edit template

- Return to the Visual Studio Subscriptions Administration portal and in the **Bulk Edit** dialog box, click **Browse**. Navigate to the Excel file you saved. When you're done, click **OK**. You will see the upload progress on the screen.



2. Once you've uploaded the file, you will see a notification letting you know it was successful.

The screenshot displays the Visual Studio Subscription Administration portal. At the top, it shows the user 'Ted Freeland' and the organization 'Contoso'. A search bar contains 'MPSA: 0005242999'. Below this, there are tabs for 'Subscribers' and 'Details'. A notification banner indicates that 15 subscribers have been successfully updated. The main area features a table of subscribers with columns for First Name, Last Name, Email, Subscription Level, Assigned, Expires, Reference, and Downloads. The table lists 15 subscribers, all with 'VS Enterprise w/ MSDN' subscriptions. On the left side, there is an 'Overview' section showing 21 assigned out of 127 of 148 available licenses, and a 'Licence Summary' section with expandable categories: MSDN Platforms (1 assigned), VS Enterprise w/ MSDN (15 assigned), VS Professional w/ MSDN (5 assigned), and VS Test Pro w/ MSDN (0 assigned).

Resources for Visual Studio Subscriptions administrators

Here are some additional links and resources of interest to Visual Studio Subscriptions administrators:

- To manage Visual Studio Subscriptions go to: <https://manage.visualstudio.com>
- [Visual Studio Administration and Subscriptions Support](#)
- [Locating the Primary or Notices Contact](#)
- [Locating the PCN \(Public Customer Number\) or Authorization Number](#)
- [Onboarding to the new portal and setting up administrators \(video\)](#)
- [Microsoft Products and Services Agreement web site](#)
- [Visual Studio Subscriptions Overview](#)
- [Volume Licensing and Product Use Rights \(PUR\)](#)
- [Compare Visual Studio Subscriptions](#)

For a complete explanation of licensing requirements for common deployment scenarios, see the [Visual Studio Licensing White Paper](#).

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