Windows 10 EOL Migration Checklist (actionable steps)
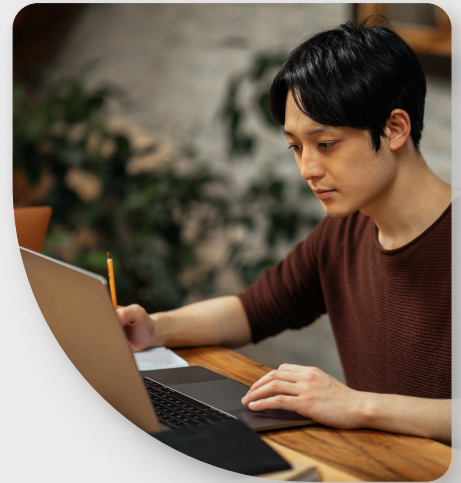
This checklist outlines how to prepare for Windows 10 end of life using InvGate Asset Management. You can ask for a 30-day free trial and test the steps by yourself.

For visual reference, please see this video.

1 Identify Windows 10 devices

☐ Use the AI Smart Search feature in InvGate Asset Management.

☐ Type a query like "Assets with Windows 10" in the search bar.

☐ Review the list of detected devices to confirm accuracy.

2 Create Smart Tags to segment assets

☐ Click on Filters Updated, then choose Quick Smart Tag.

☐ Name and color-code the Smart Tag for easy recognition.

☐ Create:
- *A Smart Tag for all Windows 10 assets.*
- *A Smart Tag for devices eligible for Windows 11 upgrade.*
- *A Smart Tag for devices that don't meet upgrade requirements and may need replacement.*
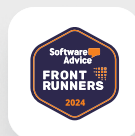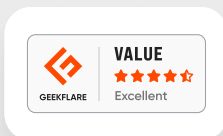
3 Build a custom dashboard

☐ Navigate to the Dashboard section in InvGate Asset Management.

☐ Create charts to monitor:
- *Total assets running Windows 10.*
- *Breakdown by Windows 10 version.*
- *Assets by OS platform.*
- *Devices eligible for upgrade.*
- *Devices needing replacement.*
- *Acquisition cost comparison by OS version.*

4 **Validate Windows 11 license availability**

- ☐ Go to the Contracts module.
- ☐ Upload or verify your Windows 11 license contracts.
- ☐ Review license availability, contract terms, and expiration dates.
- ☐ Assign licenses to users or devices based on upgrade eligibility.

5 **Deploy Windows 11**

- ☐ Open the Software Deployment module.
- ☐ If available, use pre-built Packages to uninstall Windows 10 and install Windows 11.
- ☐ If not available:
  - *Create a custom uninstall package for Windows 10.*
  - *Create a custom install package for Windows 11.*
- ☐ Build corresponding Plans and assign them to the Smart Tags created in Step 2.
- ☐ Test your packages in a controlled environment before mass deployment.
- ☐ Monitor progress and errors via your dashboard.

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