

# 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



☐ Define a deployment schedule, starting with a pilot group before full rollout.



☐ Back up critical data to avoid loss during the upgrade.



☐ Prepare all necessary Windows 11 installation files or tools.



☐ Communicate timelines and changes to all affected users.



☐ Perform the upgrade following your organization's approved process.

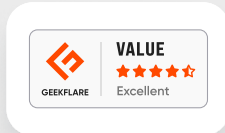




Verify that all systems and applications work as expected after installation.



Document upgraded devices and any issues encountered.



InvGate  
Asset Management

## Take a test run of the best ITAM software out there



Discover first-hand what InvGate looks like in action.  
Scan the code and take a self-guided tour of InvGate Asset Management



Product tour

InvGate is a great fit for organizations of all sizes and industries

