

Discover the Subscription Advantage

Managing Subscription Contracts

Autodesk Subscription offers you a broad range of benefits to help you get the most out of your Autodesk software.

This tutorial shows you how to use the contract administration tools available on Subscription Center.



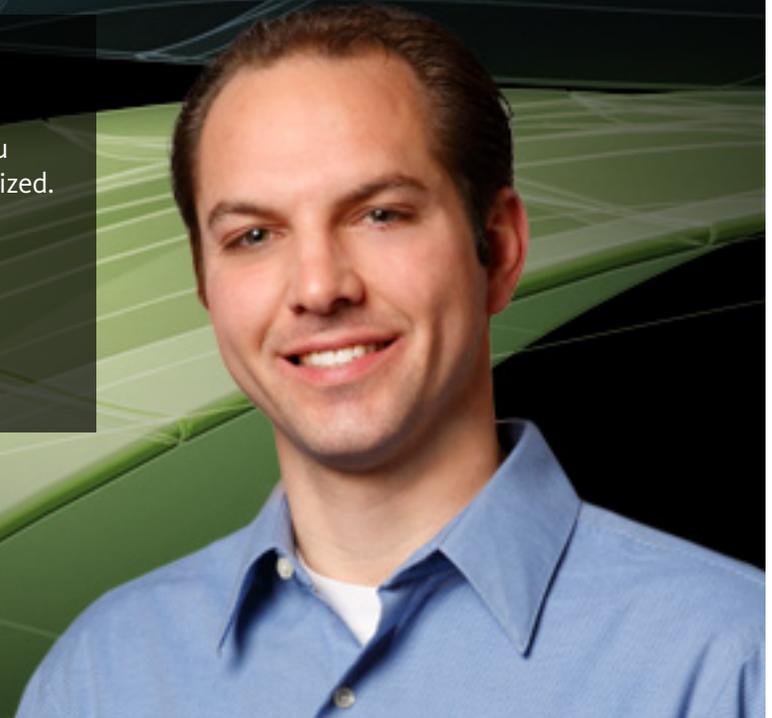
Clem Kuns, Autodesk Subscription Customer

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Contract Administration Tools

Subscription Center offers a variety of contract administration tools to help you keep your Subscription contracts and software licenses both current and organized. These include:

- Renewal Reports
- Coverage Reports
- Group Names
- And more



Clem Kuns, Autodesk Subscription Customer

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Discover the Autodesk Subscription Advantage

Sign in to Subscription Center to Access Software Upgrades, Product Enhancements, Web Services, Expedited Technical Support, and More.

Sign in to Subscription Center

Enter your User ID and Password to access additional features of this site.

*Required Field

*User ID

johndoe@email.com

*Password

●●●●●●●●

[Forgot User ID?](#)

[Forgot Password?](#)

Remember My User ID

Keep Me Signed In [What is this?](#)

(Don't check if using a shared computer.)

[Learn more](#) about using a single Autodesk account to sign in to multiple Autodesk sites.

[Need Help?](#)

Submit

Create an Account

Create a Subscription Center account or verify

Create an Account

Tutorial: Signing in to Subscription Center

Learn to create an account, retrieve lost user ID, and access Subscription benefits.

Not a Subscription Customer?

[Learn More](#) about Autodesk Subscription features.

To access and use the contract administration tools on Subscription Center, sign in at:

www.autodesk.com/subscriptionlogin

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Subscription Advantage Packs: Tools That Make an Impact

Get ahead with early access to the latest product enhancements.

[Download Now](#)

"Subscription Advantage Packs deliver a number of enhancements—over and above the out-of-box version of my Autodesk software."

—Customer Blog



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- Program Information
- Contract Administration**

Welcome John Doe

Autodesk® Subscription gives you the latest software upgrades, early access to product enhancements, technical support, and more.

[Need Help With Subs](#)

Keep Your Subscription Advantage

Your contract expires soon. Renew now to ensure access to your benefits.

[Renew Now](#)

Software Download

Get Your Upgrade



Download the latest version(s) of your Autodesk software product(s).

Delivery Preference for Future Upgrades

Software Coordinators can choose to have upgrades delivered via DVD/CD or as Software Download.

Note: Delivery options are limited in some countries. Changing this setting does not affect upgrades that have already been delivered or are currently being delivered.

Product Enhancements

[Download](#) Subscription Advantage Packs and other Autodesk product enhancements

On the Subscription Center home page, click Contract Administration.

You must be signed in as the Contract Manager or Software Coordinator to access the Contract Administration page. If you are not signed in as the Contract Manager or Software Coordinator, you will not see this link.

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Contract Administration

Coverage Report

View the details of your Subscription contract including the account type, number of seats per license, level of support available, and list of products on Subscription.

Renewal Report

Review a list of Subscription contracts currently within 90 days of their expiration date and get information on how to renew a contract.

Invite New Users

Invite users to set up their own Subscription Center accounts or control whether users can create their own accounts. Assign download privileges.

View / Edit Users

See list of invited users and edit user permissions.

Manage Software Coordinators

Add, remove, or assign coordinators to perform Subscription administrative tasks.

Manage Phone Support Users

Add or remove phone support users.

Set Reseller View

Allow resellers to view support requests and responses.

Set Access from Product

Allow users accessing Autodesk Subscription from products to create their own Subscription Center accounts. Also, assign the subscription services such users can access.

Request Home Use

Request serial numbers that will allow your employees to use licenses on a home computer.

Previous Versions

Use the previous versions of the products under your Subscription contract.

Need Help With Subscription?

Online Contract Renewal

Do you have questions about your Subscription contract? Renew more now.

Tools That Make an Impact

Download your Subscription



The Contract Administration page gives you access to a variety of reports and tools, including the Renewal Report.

Click the Renewal Report link.

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Subscription Renewal Report

This page contains a listing of all Subscription contracts currently within 90 days of their expiration date. Click the *Renewal #* to review the details of your Subscription contract currently up for renewal.

Please note: Renewal reports are only available when you have a contract within 90 days of expiration. To view your current Subscription coverage, please choose the *Coverage Report* tab.

Contracts

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Renewal #	Start Date	End Date	Contract #	Company	Contract Manager	Reseller	Renew Online
1-3CWW3S4	10/5/2007	10/4/2009	339-45598308	Autodesk-CSC	John Doe	No Dealer	

Selected Renewal Details

[Contact Reseller...](#)

Renewal #: 1-3CWW3S4

Renewal Status: Open

Days Left: -158

Contract: 339-45598308

Renew Online:

Reseller

Program: Subscription

Company Details

Name: No Dealer

Start Date: 10/5/2007

Name: Autodesk-CSC

Address: 1000 Sharon Valley Rd

End Date: 10/4/2009

Address: 4000 Civic Center Dr

City: Newark

City: San Rafael

State: OH

Contract Manager

Country: United States

Country: United States

Name: John Doe

State: CA

Postcode: 43055-1707

Email: johndoe@email.com

Postcode: 94903-4171

Phone #:

Phone #: 415-000-0000

Reseller #: 5070100022

Extension:

Managing Subscription Contracts

Only the Contract Manager can view the renewal report. This report lists any contracts that are coming up for renewal in the next 90 days.

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Contract Administration

Coverage Report

View the details of your Subscription contract including the account type, number of seats per license, level of support available, and list of products on Subscription.

Renewal Report

Review a list of Subscription contracts currently within 90 days of their expiration date and get information on how to renew a contract.

Invite New Users

Invite users to set up their own Subscription Center accounts or control whether users can create their own accounts. Assign download privileges.

View / Edit Users

See list of invited users and edit user permissions.

Manage Software Coordinators

Add, remove, or assign coordinators to perform Subscription administrative tasks.

Manage Phone Support Users

Add or remove phone support users.

Set Reseller View

Allow resellers to view support requests and responses.

Set Access from Product

Allow users accessing Autodesk Subscription from products to create their own Subscription Center accounts. Also, assign the subscription services such users can access.

Request Home Use

Request serial numbers that will allow your employees to use licenses on a home computer.

Previous Versions

Use the previous versions of the products under your Subscription contract.

Need Help With Subscription?

Online Contract Renewal

Do you have questions about your Subscription contract? Get more now.

Tools That Make an Impact

Download your Subscription Center



In addition to the Renewal Report, a Coverage Report is also available on the Contract Administration page.

Both Software Coordinators and Contract Managers can view Coverage Reports for the contracts they manage. Click the Coverage Report link.

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Subscription Coverage Report

Click the **Contract #** below to view or download detailed information about the products and services on your Subscription contract.

Contract #	Program	Start Date	End Date	Status	Company	Contract Manager	Renew Online
341-83042303	Subscription	3/26/2007	3/25/2011	Active	Autodesk-CSC	John Doe	
110000202844	Education	7/9/2009	3/26/2011	Active	Autodesk-CSC	John Doe	
339-453308	Subscription	10/5/2007	10/4/2012	Active	Autodesk-CSC	John Doe	

Selected Contract Details

Contract: 341-83042303	Contract Manager	Company Details
Program: Subscription	Name: John Doe	Name: Autodesk-CSC
Start Date: 3/26/2007	Email: johndoe@email.com	Address 1: 4000 Civic Center Dr
End Date: 3/25/2011	Phone #: 415-000-0000	Address 2:
Status: Active	Extension:	Address 3:
Renew Online:		City: San Rafael
		State: CA
		Country: United States
		Postcode: 94903-4171

Managing Subscription Contracts

Next, click the contract number for which you'd like to see a coverage report.

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Subscription Coverage Report

Please verify that the contract information below is correct. If you notice an error in the contract data, please use [this form](#).

Selected Contract Details

Contract: 110000202844	Contract Manager	Company Details
Program: Education	Name: John Doe	Name: Autodesk-CSC
Start Date: 7/9/2009	Email: johndoe@email.com	Address 1: 4000 Civic Center Dr
End Date: 3/26/2011	Phone #: 415-000-0000	Address 2:
Status: Active	Extension:	Address 3:
Renew Online:		City: San Rafael
		State: CA
		Country: United States
		Postcode: 94903-4171

Search: To find or filter specific products or Groups, press the *Search* button.

Export: To begin downloading a CSV format file of your contract data, press the *Export* button.

Details: To view more detailed information about a product, click on the *Serial Number*.

Products

Serial #	Product Key	Level	Group	Product Family	Release	Language	Deployment	Seats	Software Coordinator	Reseller
351-67080577651B1		Web Support		Autodesk Education Master Suite	2010	English, International	Standalone	25	John Doe	No Dealer

Managing Subscription Contracts

On the coverage report, you will see a variety of helpful details for the contract you selected.

For example, the Contract Number is listed here. This number will come in handy whenever you contact the Autodesk Business Center, or when you contact your reseller to renew your Subscription contract.

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Subscription Coverage Report

Please verify that the contract information below is correct. If you notice an error in the contract data, please use [this form](#).

Selected Contract Details

Contract: 110000202844	Contract Manager	Company Details
Program: Education Start Date: 7/9/2009 End Date: 3/26/2011 Status: Active Renew Online:	Name: John Doe Email: johndoe@email.com Phone #: 415-000-0000 Extension:	Name: Autodesk-CSC Address 1: 4000 Civic Center Dr Address 2: Address 3: City: San Rafael State: CA Country: United States Postcode: 94903-4171

Search: To find or filter specific products or Groups, press the *Search* button.

Export: To begin downloading a CSV format file of your contract data, press the *Export* button.

Details: To view more detailed information about a product, click on the *Serial Number*.

Products

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Serial #	Product Key	Level	Group	Product Family	Release	Language	Deployment	Seats	Software Coordinator	Reseller
351-67080577651B1		Web Support		Autodesk Education Master Suite	2010	English, International	Standalone	25	John Doe	No Dealer

Managing Subscription Contracts

You will also see the Start and End Dates for the contract. You'll want to keep track of the end date, in particular, to avoid renewal late fees, and to ensure continued access to your Subscription benefits.

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Subscription Coverage Report

Please verify that the contract information below is correct. If you notice an error in the contract data, please use [this form](#).

Selected Contract Details

Contract: 110000202844	Contract Manager	Company Details
Program: Education	Name: John Doe	Name: Autodesk-CSC
Start Date: 7/9/2009	Email: johndoe@email.com	Address 1: 4000 Civic Center Dr
End Date: 3/26/2011	Phone #: 415-000-0000	Address 2:
Status: Active	Extension:	Address 3:
Renew Online:		City: San Rafael
		State: CA
		Country: United States
		Postcode: 94903-4171

Search: To find or filter specific products or Groups, press the *Search* button.

Export: To begin downloading a CSV format file of your contract data, press the *Export* button.

Details: To view more detailed information about a product, click on the *Serial Number*.

Products

Serial #	Product Key	Level	Group	Product Family	Release Language	Deployment Seats	Software Coordinator	Reseller
351-67080577651B1		Web Support		Autodesk Education Master Suite	2010 English, International	Standalone 25	John Doe	No Dealer

Managing Subscription Contracts

You will also see a list of the products covered under the Subscription contract. For each product, you can see its serial number, product key, the level of support you have, the number of seats you have, and more. For some products, you might also see a Group Name listed.

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Subscription Coverage Report

Please verify that the contract information below is correct. If you notice an error in the contract data, please use [this form](#).

Selected Contract Details

Contract: 110000202844	Contract Manager	Company Details
Program: Education	Name: John Doe	Name: Autodesk-CSC
Start Date: 7/9/2009	Email: johndoe@email.com	Address 1: 4000 Civic Center Dr
End Date: 3/26/2011	Phone #: 415-000-0000	Address 2:
Status: Active	Extension:	Address 3:
Renew Online:		City: San Rafael
		State: CA
		Country: United States
		Postcode: 94903-4171

Search: To find or filter specific products or Groups, press the *Search* button.

Export: To begin downloading a CSV format file of your contract data, press the *Export* button.

Details: To view more detailed information about a product, click on the *Serial Number*.

Products

Serial #	Product Key	Level	Group	Product Family	Release Language	Deployment Seats	Software Coordinator	Reseller
351-67080577651B1		Web Support		Autodesk Education Master Suite	2010 English, International	Standalone 25	John Doe	No Dealer

Managing Subscription Contracts

Group names are controlled by the Contract Manager. They allow you to group multiple product serial numbers together and easily identify who is using the products by giving them a name you will recognize. For example, you might want to associate certain serial numbers with the name of a specific office location, team of users, or project. You can name selected serial numbers however you choose.

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Coverage Report

View the details of your Subscription contract including the account type, number of seats per license, level of support available, and list of products on Subscription.

Renewal Report

Review a list of Subscription contracts currently within 90 days of their expiration date and get information on how to renew a contract.

Invite New Users

Invite users to set up their own Subscription Center accounts or control whether users can create their own accounts. Assign download privileges.

View / Edit Users

See list of invited users and edit user permissions.

Manage Software Coordinators

Add, remove, or assign coordinators to perform Subscription administrative tasks.

Manage Phone Support Users

Add or remove phone support users.

Set Reseller View

Allow resellers to view support requests and responses.

Set Access from Product

Allow users accessing Autodesk Subscription from products to create their own Subscription Center accounts. Also, assign the subscription services such users can access.

Request Home Use

Request serial numbers that will allow your employees to use licenses on a home computer.

Previous Versions

Use the previous versions of the products under your Subscription contract.

Need Help With Subscription?

Online Contract Renewal

Do you have questions about your Subscription contract? Get answers now.

Tools That Make an Impact

Download your Subscription Center tools.



To set up Group Names, you will need to go back to the Contract Administration page.

Click Manage Software Coordinators. Only Contract Managers will be able to view this link and access this feature.

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Software Coordinator Management

Use this page to manage Coordinators who perform subscription administrative tasks for your company; edit shipping locations for your Coordinators; or name groups for your products.

Software Coordinators tab: Select the Software Coordinator with a shipping location you would like to edit.

Products tab: Select the product(s) for which you would like to manage the assignment of Software Coordinators or rename to another group.

Selected Contract Details

Contract: 340-87599449

Program: Subscription

Start Date: 10/27/2006

End Date: 10/26/2011

Status: Active

Contract Manager

Name: John Doe

Email: johndoe@email.com

Phone #: 415-000-0000

Extension:

Company Details

Name: Autodesk-CSC

Address 1: 4000 Civic Center Dr

Address 2:

Address 3:

City: San Rafael

State: CA

Country: United States

Postcode: 94903-4171

Software Coordinator

Products

Search

Rename Group...

Software Coordinators

Assign...

Unassign...

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Serial #	Group	Product Family	Release	Language	Deployment	Seats	Software Coordinator	Status
<input type="checkbox"/> 352-72950931		Autodesk Navisworks Simulate	2010	EGJCR	Standalone	5	Jane Doe	Registered
<input type="checkbox"/> 352-72950832		Autodesk Navisworks Review	2010	EGJCR	Standalone	5	Jane Doe	Registered
<input type="checkbox"/> 352-72950733		Autodesk Navisworks Manage	2010	EGJCR	Standalone	5	Jane Doe	Registered
<input checked="" type="checkbox"/> 351-45655752		AutoCAD Raster Design	2010	English, International	Standalone	2	John Doe	Registered
<input checked="" type="checkbox"/> 391-13219038	RASTER	AutoCAD Raster Design	2010	English, International	Standalone	2	John Doe	Registered
<input type="checkbox"/> 391-13219137	CIVIL SERIES	AutoCAD Raster Design	2010	English, International	Standalone	2	John Doe	Registered
<input type="checkbox"/> 351-45655851		AutoCAD Revit Architecture Suite	2010	English, International	Standalone	2	Jane Doe	Registered
<input type="checkbox"/> 351-45655950		AutoCAD	2010	English, International	Standalone	2	Jane Doe	Registered
<input type="checkbox"/> 351-45656148		AutoCAD Inventor Professional Suite	2010	English, International	Standalone	1	Jane Doe	Registered
<input type="checkbox"/> 390-78178183		AutoCAD Electrical	2010	English, International	Standalone	1	Jane Doe	Registered

Managing Subscription Contracts

Next, select the contract for which you would like to set up groups and/or personalized names.

Click the Products tab. Now, select the Serial Numbers you would like to group together and name. A group can consist of just one serial number—or multiple serial numbers.

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Software Coordinators tab: Select the Software Coordinator with a shipping location you would like to edit.

Products tab: Select the product(s) for which you would like to manage the assignment of Software Coordinators or rename to another group.

Selected Contract Details

Contract: 340-87599449

Program: Subscription

Start Date: 10/27/2006

End Date: 10/26/2011

Status: Active

Contract Manager

Name: John Doe

Email: johndoe@email.com

Phone #: 415-000-0000

Extension:

Company Details

Name: Autodesk-CSC

Address 1: 4000 Civic Center Dr

Address 2:

Address 3:

City: San Rafael

State: CA

Country: United States

Postcode: 94903-4171

Software Coordinator Products

Search

Software Coordinators 1 - 20 of 20+

Serial #	Group	Product Family	Release	Language	Deployment	Seats	Software Coordinator	Status
<input type="checkbox"/>		Autodesk Navisworks Simulate	2010	EGJCR	Standalone	5	Jane Doe	Registered
<input type="checkbox"/>		Autodesk Navisworks Review	2010	EGJCR	Standalone	5	Jane Doe	Registered
<input type="checkbox"/>		Autodesk Navisworks Manage	2010	EGJCR	Standalone	5	Jane Doe	Registered
<input checked="" type="checkbox"/>		AutoCAD Raster Design	2010	English, International	Standalone	2	John Doe	Registered
<input checked="" type="checkbox"/>	RASTER	AutoCAD Raster Design	2010	English, International	Standalone	2	John Doe	Registered
<input type="checkbox"/>	CIVIL SERIES	AutoCAD Raster Design	2010	English, International	Standalone	2	John Doe	Registered
<input type="checkbox"/>		AutoCAD Revit Architecture Suite	2010	English, International	Standalone	2	Jane Doe	Registered
<input type="checkbox"/>		AutoCAD	2010	English, International	Standalone	2	Jane Doe	Registered
<input type="checkbox"/>		AutoCAD Inventor Professional Suite	2010	English, International	Standalone	1	Jane Doe	Registered
<input type="checkbox"/>		AutoCAD Electrical	2010	English, International	Standalone	1	Jane Doe	Registered

Managing Subscription Contracts

Next, click Rename Group. Enter the name you would like to use.

When you have finished, click Apply to All. Now you'll be able to return to the coverage report at any time, and quickly see your product serial numbers organized by the group names you created.

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Managing Subscription Contracts

Contract Managers can also designate Software Coordinator(s) to help you manage your Subscription account.

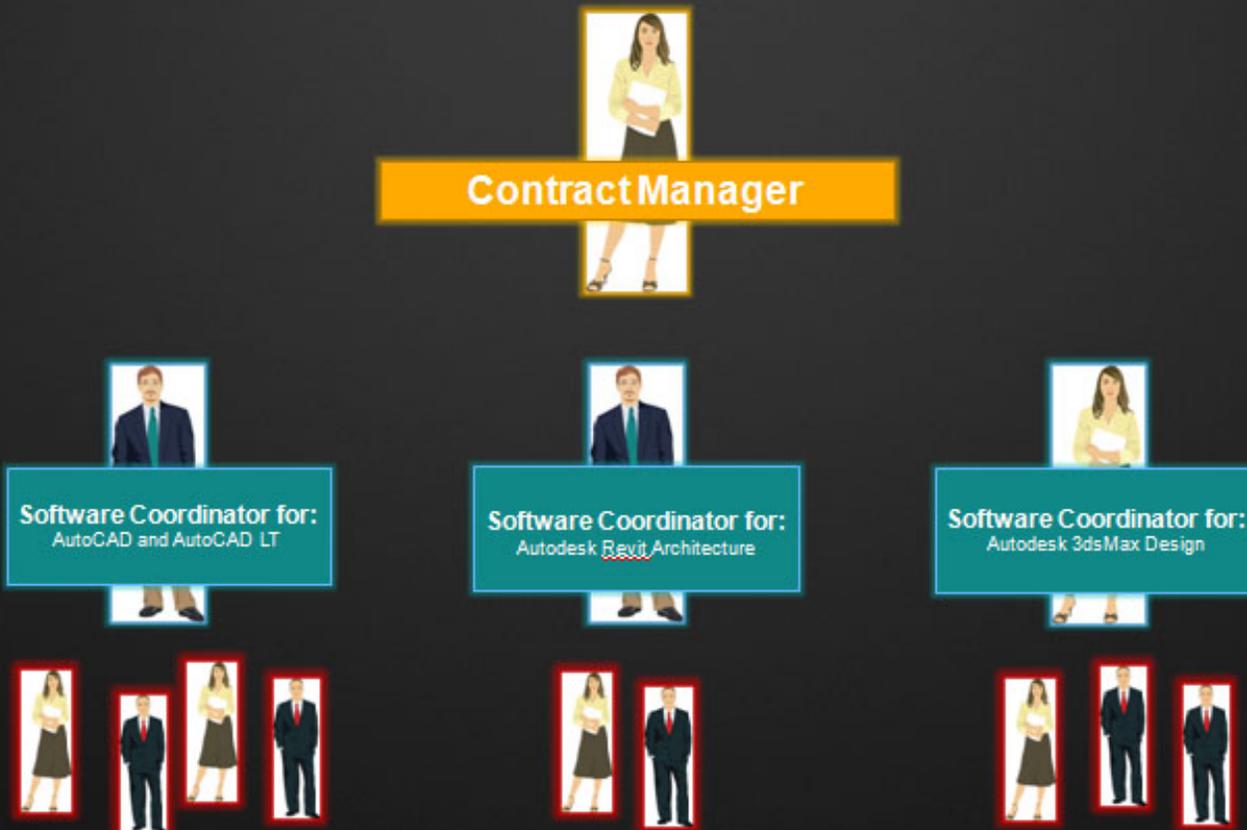
Software Coordinators can give other users access to Subscription Center and act as a first line of contact for your end users.

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Managing Subscription Contracts

Software Coordinators can also set your delivery preference for future upgrades, and will be notified when/if any software upgrades are released.

You can designate one Software Coordinator for each product or for a group of products.

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Contract Manager





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Contract Administration

Coverage Report

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Previous Versions

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Need Help With Subscription?

Online Contract Renewal

Do you have questions about your Subscription contract? Renew more now.

Tools That Make an Impact

Download your Subscription Center



On the Contract Administration page, click Manage Software Coordinators. Only Contract Managers will be able to view this link and access this feature.

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Managing Subscription Contracts

Subscription Coverage Report

Click the **Contract #** below to view or download detailed information about the products and services on your Subscription contract.

Contract #	Program	Start Date	End Date	Status	Company	Contract Manager	Renew Online
341-83042303	Subscription	3/26/2007	3/25/2011	Active	Autodesk-CSC	John Doe	
110000202844	Education	7/9/2009	3/26/2011	Active	Autodesk-CSC	John Doe	
331-6598308	Subscription	10/5/2007	10/4/2012	Active	Autodesk-CSC	John Doe	

Selected Contract Details

Contract: 341-83042303

Program: Subscription

Start Date: 3/26/2007

End Date: 3/25/2011

Status: Active

Renew Online:

Contract Manager

Name: John Doe

Email: johndoe@email.com

Phone #: 415-000-0000

Extension:

Company Details

Name: Autodesk-CSC

Address 1: 4000 Civic Center Dr

Address 2:

Address 3:

City: San Rafael

State: CA

Country: United States

Postcode: 94903-4171

Select a contract.

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Software Coordinator Management

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Products tab: Select the product(s) for which you would like to manage the assignment of Software Coordinators or rename to another group.

Selected Contract Details

Contract: 340-87599449	Contract Manager	Company Details
Program: Subscription	Name: John Doe	Name: Autodesk-CSC
Start Date: 10/27/2006	Email: johndoe@email.com	Address 1: 4000 Civic Center Dr
End Date: 10/26/2011	Phone #: 415-000-0000	Address 2:
Status: Active	Extension:	Address 3:
		City: San Rafael
		State: CA
		Country: United States
		Postcode: 94903-4171

Software Coordinator Products

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Serial #	Group	Product Family	Release	Language	Deployment	Seats	Software Coordinator	Status
<input checked="" type="checkbox"/>		Autodesk Navisworks Simulate	2010	EGJCR	Standalone	5	Jane Doe	Registered
<input checked="" type="checkbox"/>		Autodesk Navisworks Review	2010	EGJCR	Standalone	5	Jane Doe	Registered
<input type="checkbox"/>		Autodesk Navisworks Manage	2010	EGJCR	Standalone	5	Jane Doe	Registered
<input type="checkbox"/>		AutoCAD Raster Design	2010	English, International	Standalone	2	John Doe	Registered
<input type="checkbox"/>	RASTER	AutoCAD Raster Design	2010	English, International	Standalone	2	John Doe	Registered
<input type="checkbox"/>	CIVIL SERIES	AutoCAD Raster Design	2010	English, International	Standalone	2	John Doe	Registered
<input type="checkbox"/>		AutoCAD Revit Architecture Suite	2010	English, International	Standalone	2	Jane Doe	Registered
<input type="checkbox"/>		AutoCAD	2010	English, International	Standalone	2	Jane Doe	Registered
<input type="checkbox"/>		AutoCAD Inventor Professional Suite	2010	English, International	Standalone	1	Jane Doe	Registered
<input type="checkbox"/>		AutoCAD Electrical	2010	English, International	Standalone	1	Jane Doe	Registered

Managing Subscription Contracts

Now click the Products tab. Check the boxes next to the product serial numbers for which you would like to designate a Software Coordinator. Then click Assign.

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Add... Find: First Name starting with: Go | 1 - 10 of 10+

	First Name	Last Name	Email Address	Phone	Shipping Location
◆	Jane	Doe	JanetDoe@email.com	510-111-0000	4000 Civic Center Dr
▶	Jack	Smith	JackSmith@email.com	707-000-1111	Aidenbachstraße 56
▶	Jerome	Johnson	JeromeJohnson@email.com	530-111-0000	4000 Civic Center Dr
▶	John	Doe	JohnDoe@email.com	415-000-0000	111 McInnis Pkwy Rm 43364
▶	Jasper	Stevens	JanetStevens@email.com	515-000-1111	89 Quai Panhard & Levassor
▶	Jill	Ruiz	JillRuiz@email.com	707-111-0000	1 Market
▶	Jay	Chen	JayChen@email.com	818-000-0000	100 Commercial St
▶	James	Patel	JamesPatel@email.com	201-000-1111	111 McInnis Pkwy Rm 43235
▶	Julie	Jones	JulieJones@email.com	908-111-0000	10215 Quail Creek Rd
▶	Janet	Hernandez	JanetHernandez@email.com	212-000-0000	4040 Civic Center Dr Ste 300

Assign Cancel

Managing Subscription Contracts

A list of Software Coordinators already assigned to other product serial numbers will be displayed in a new window. You can select any of them by clicking the arrow icon next to the name. Or, to designate another user as your Software Coordinator, click Add to select from your current list of Subscription Center users.

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Add... Find: First Name starting with: Go | 1 - 10 of 10+

	First Name	Last Name	Email Address	Phone	Shipping Location
◆	Jane	Doe	JanetDoe@email.com	510-111-0000	4000 Civic Center Dr
>	Jack	Smith	JackSmith@email.com	707-000-1111	Aidenbachstraße 56
>	Jerome	Johnson	JeromeJohnson@email.com	530-111-0000	4000 Civic Center Dr
>	John	Doe	JohnDoe@email.com	415-000-0000	111 McInnis Pkwy Rm 43364
>	Jasper	Stevens	JanetStevens@email.com	515-000-1111	89 Quai Panhard & Levassor
>	Jill	Ruiz	JillRuiz@email.com	707-111-0000	1 Market
>	Jay	Chen	JayChen@email.com	818-000-0000	100 Commercial St
>	James	Patel	JamesPatel@email.com	201-000-1111	111 McInnis Pkwy Rm 43235
>	Julie	Jones	JulieJones@email.com	908-111-0000	10215 Quail Creek Rd
>	Janet	Hernandez	JanetHernandez@email.com	212-000-0000	4040 Civic Center Dr Ste 300

Assign Cancel

Managing Subscription Contracts

If the person you wish to designate is not a current user, you will need to add him/her as a user first. You can do this under Invite New Users on the Contract Administration page.

Once you have selected or added a Software Coordinator, click Assign, and you're done.

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Program Information

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View these tutorials to learn how to download software and Subscription Advantage Packs from Subscription Center. Contract Managers and Software Coordinators can learn how to extend license rights, manage and/or renew Subscription contracts, and give users access to benefits.

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