

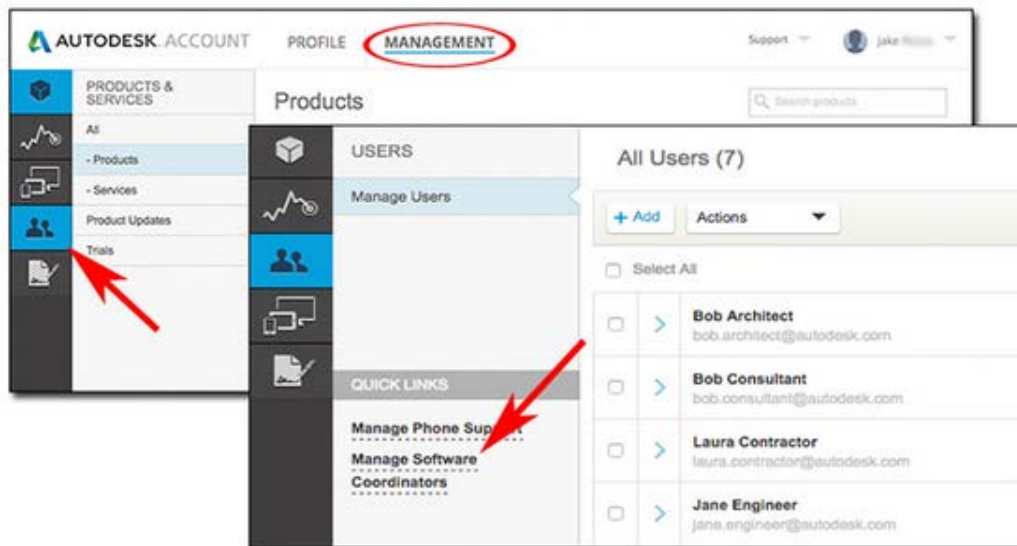
Prokon Software Consultants Namibia (Pty) Ltd
278 Sam Nujoma Drive, Klein Windhoek, Windhoek, Namibia
PO Box 91362, Maerua Mall, Windhoek, Namibia
VAT | 6372 580-01-5 Registration No | 2014/0220

Changing Software Coordinators

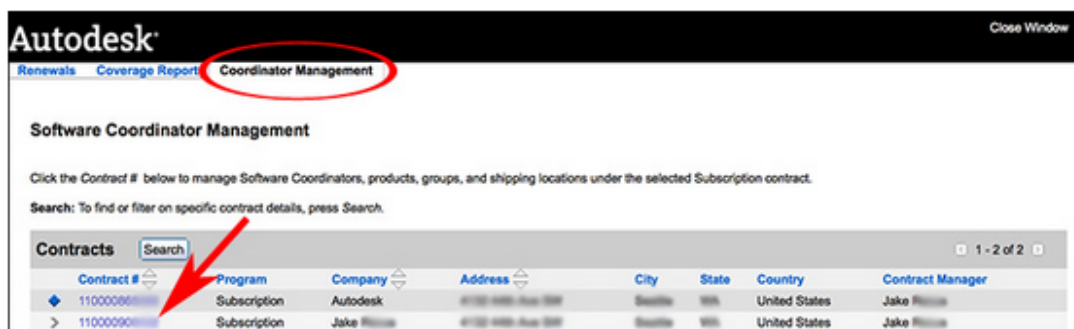
Contract Managers can assign one Software Coordinator per serial number or group of products. You can assign or change your Software Coordinator from your Autodesk Account.

Sign into your Autodesk Account at accounts.autodesk.com

1. Select **Management** to view your Products & Services.
2. Click on the **Users** icon in the left-hand navigation menu.
3. Click the **Manage Software Coordinators** link on the Manage Users screen.



4. Select the **contract number** associated with the software and users you wish to manage on the Software Coordinator Management screen.



Prokon Software Consultants Namibia (Pty) Ltd
278 Sam Nujoma Drive, Klein Windhoek, Windhoek, Namibia
PO Box 91362, Maerua Mall, Windhoek, Namibia
VAT | 6372 580-01-5 Registration No | 2014/0220

- Use the **Edit** or **Remove** buttons to change information for existing Software Coordinators. To change the coordinator, click the **Products** tab to access settings for assigning a coordinator to a product or group of products.

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 | Contract Manager | Company Details |
|-----------------------|-----------------------------|----------------------------|
| Contract: 1100009 | Name: Jake Rouse | Name: Jake Rouse |
| Program: Subscription | Email: jake.rouse@gmail.com | Address 1: 4112 4th Ave SW |
| Start Date: 2/11/2015 | Phone #: | Address 2: |
| End Date: 12/31/3333 | Extension: | Address 3: |
| Status: Active | | City: Seattle |
| | | State: WA |
| | | Country: United States |
| | | Postcode: 98148-4113 |

Software Coordinators **Products**

Search [] Software Coordinators **Edit...** **Remove...** 1 - 1 of 1

| First Name | Last Name | Email | Phone | Shipping Location |
|------------|-----------|----------------------|-------|-------------------|
| Jake | Rouse | jake.rouse@gmail.com | | 4112 4th Ave SW |

- Select the products you wish to assign to a coordinator and click the **Assign** button.

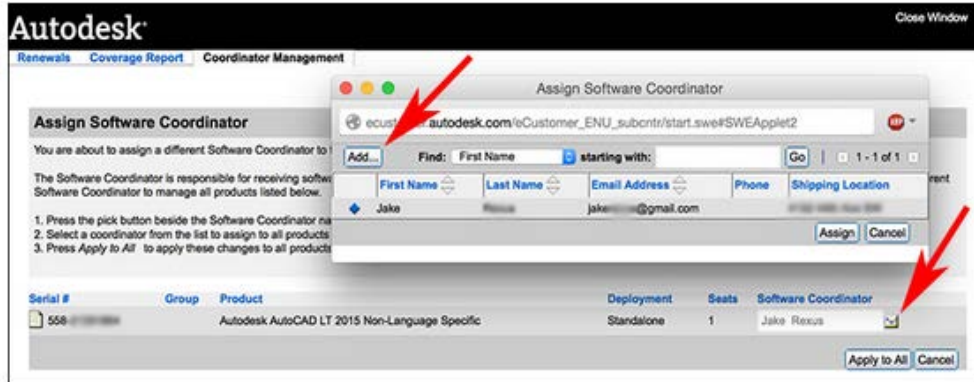
Software Coordinators **Products**

Search [] Rename Group... Software Coordinators **Assign...** **Unassign...** 1 - 1 of 1

| Serial # | Group | Product Family | Release Language | Deployment | Seats | Software Coordinator | Status |
|-------------------------------------|-------|---------------------|----------------------------|------------|-------|----------------------|------------|
| <input checked="" type="checkbox"/> | 558 | Autodesk AutoCAD LT | 2015 Non-Language Specific | Standalone | 1 | Jake Rouse | Registered |

- Click the **Selection** button next to the name of the current Software Coordinator to activate the Assign Software Coordinator pop-up window.
- Select from the list of existing Software Coordinators or click the **Add** button to designate a new Software Coordinator. When the process is completed, click the Assign button to confirm your choice.

Prokon Software Consultants Namibia (Pty) Ltd
278 Sam Nujoma Drive, Klein Windhoek, Windhoek, Namibia
PO Box 91362, Maerua Mall, Windhoek, Namibia
VAT | 6372 580-01-5 Registration No | 2014/0220



9. If adding a new Coordinator, complete the requested information and click the **Add** button.

Add a Software Coordinator to manage the selected product(s) on this contract. A search for an existing user based on the required fields will be performed. If the user already exists, the user will be promoted to a Software Coordinator for the selected products.

* First Name: * Email:
 * Last Name: Phone:

Shipping locations are assigned to the Software Coordinator profile and determine where the products they manage on this contract are to be shipped. To edit this shipping location, select the Software Coordinator on the Software Coordinator tab and choose *Edit*.

Shipping Location:
 555-555-5555
 United States

10. Click the Apply to All button to commit your change.

Assign Software Coordinator

You are about to assign a different Software Coordinator to the selected products.

The Software Coordinator is responsible for receiving software and managing other users on the contract they coordinate. The changes you make here will result in assigning a different Software Coordinator to manage all products listed below.

1. Press the pick button beside the Software Coordinator name to display a list of Software Coordinators in your company.
 2. Select a coordinator from the list to assign to all products listed below.
 3. Press **Apply to All** to apply these changes to all products listed below and return to the previous page.

| Serial # | Group | Product | Deployment | Seats | Software Coordinator |
|----------|-------|--|------------|-------|----------------------|
| 558 | | Autodesk AutoCAD LT 2015 Non-Language Specific | Standalone | 1 | Laura Contractor |