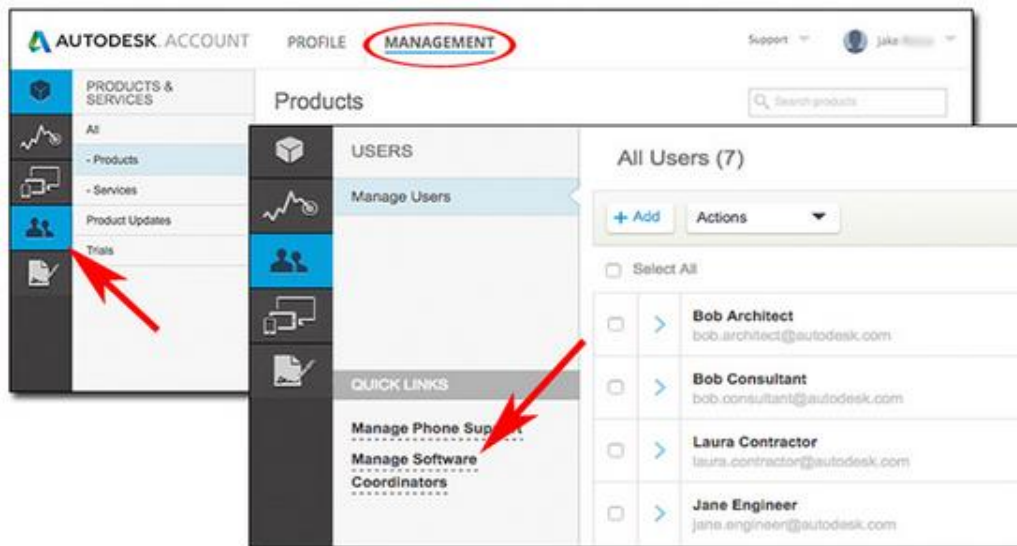


Changing Software Coordinators

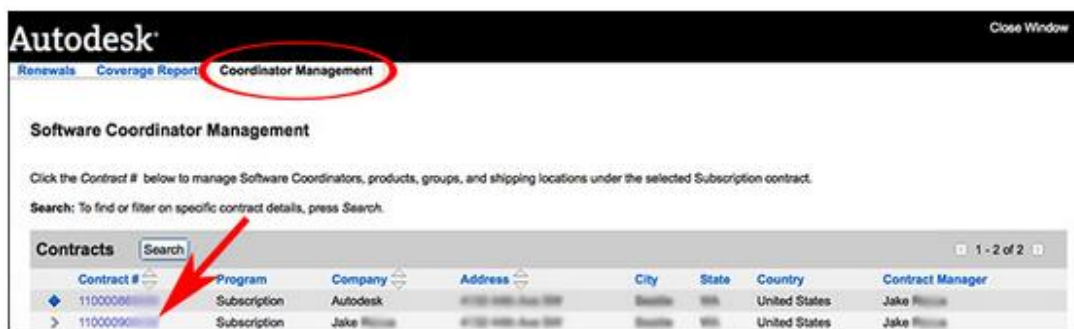
Contract Managers can assign one Software Coordinator per serial number or group of products. You can assign or change your Software Coordinator from your Autodesk Account.

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.

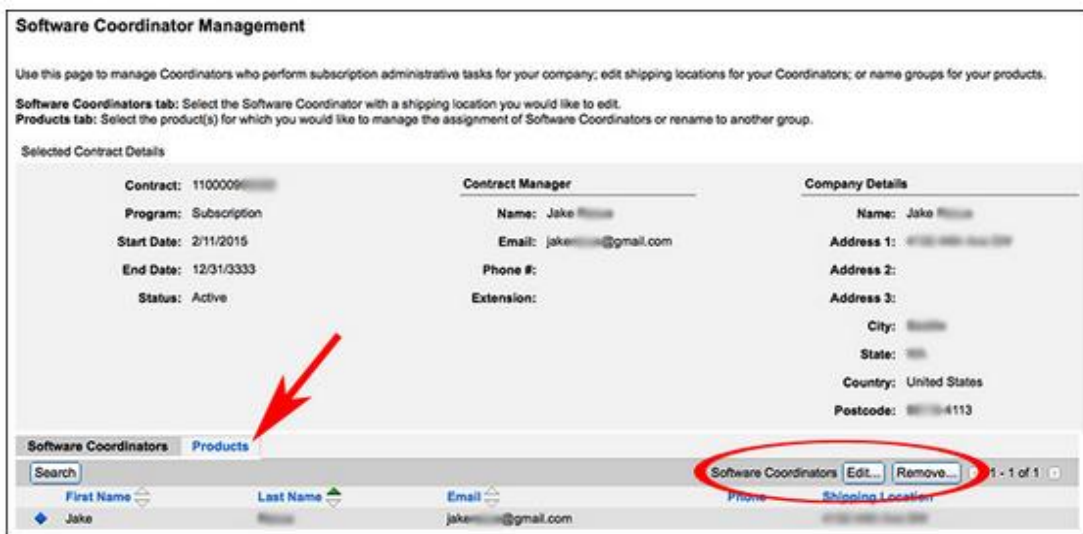


4. Select the **contract number** associated with the software and users you wish to manage on the Software Coordinator Management screen.



Prokon Software Consultants (Pty) Ltd.
Prokon Build (A Division of Prokon Software Consultants)
10 Guild House, 239 Bronkhorst Street, Nieuw Muckleneuk, Pretoria 0181
PO Box 17295, Groenkloof, 0027, South Africa
VAT | 4770140731 Registration No | 1993/007557/07

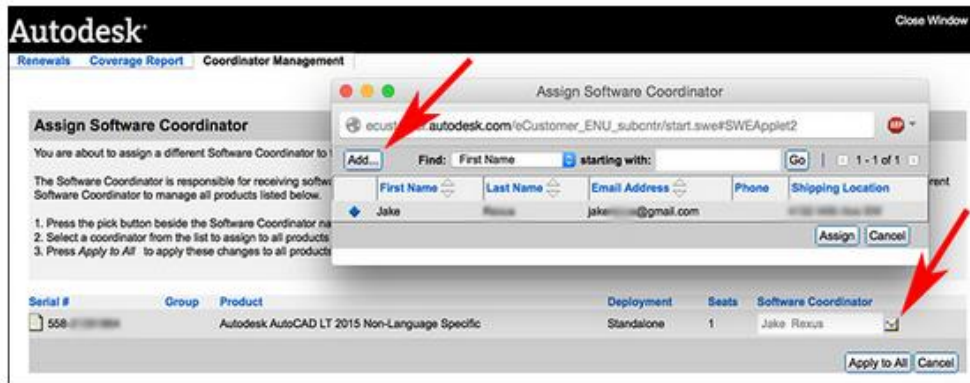
5. Use the **Edit** or **Remove** buttons to change information for existing Software Coordinators. To change the coordinator, click the **Products** tab to access settings for assigning a coordinator to a product or group of products.



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



7. Click the **Selection** button next to the name of the current Software Coordinator to activate the Assign Software Coordinator pop-up window.
8. 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.



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:

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

