

Veiledning til Autodesk Subscription Center

Utarbeidet av NTI CADcenter A/S oktober 2008



Gå inn på internettadressen: <http://subscription.autodesk.com> som ser slik ut:

The screenshot shows the Autodesk Subscription Center website. At the top, there is a black header with the "Autodesk Subscription" logo in white and orange, and the word "English" in the bottom right corner. Below the header is a large banner image of people in an office. On the left side of the banner, there is a yellow box with the text: "No Worries. No Hassles. No Waiting. Enjoy increased productivity, predictable budgeting, and simplified license management with Autodesk Subscription." Below the banner, the page is divided into several sections. On the left, there is a "Sign in to Subscription" section with a form for entering a User ID and Password. The form includes fields for "*User ID" and "*Password", both marked as required. There are links for "Forgot User ID?" and "Forgot Password?". A "Remember Me" checkbox is checked. Below the form are links for "Need Help?", "Cancel", and "Submit". To the right of the sign-in form is a "Program Information" section with two links: "Program Guide (pdf - 107Kb)" and "Terms & Conditions (pdf - 142Kb)". On the far right, there is a box titled "Not a Subscription Member?" with a right-pointing arrow and the text: "Learn about the smartest way to optimize your investment in Autodesk software." At the bottom of the page, there is a black footer with the text: "© Copyright 2008 Autodesk, Inc. All rights reserved. Privacy Policy — Legal Notices & Trademarks".

- Tast inn din User ID og Password og klikk på "Submit"
- Har du glemt ditt User ID eller password kan du klikke på "Forgot User ID" eller "Forgot Password" og få det tilsendt.

Har du ikke mottatt login til siden, kan du få det fra Subscription ansvarlig i ditt firma. Vet du ikke hvem det er, eller det er feil person registrert, kan du kontakte Kjersti C. Norstad hos NTI Nestor på mail:

kjn@ntinestor.no og få opplysninger om Subscription ansvarlig eller endre navnet på kontraktansvarlig.

Når du er logget inn vil du se denne siden:



- News
- Product Downloads
- Training
- Tech Support
- Program Information
- Contract Administration

Welcome

Get the benefits of increased productivity, predictable budgeting, and simplified license management with Autodesk® Subscription.

Product Downloads

Released periodically, these downloads provide you with new, specialized functionality, tools, and content immediately after it is developed. You benefit from leading-edge capabilities, convenient implementation without disruption to ongoing projects, and increased productivity across your organization.

Title	Type
AutoCAD 2009 - Bonus Pack	Extension
Autodesk Vault 2009	Applications
Autodesk Impression	Extension
Autodesk Inventor Series 11 DWF Extension	Extension
Tool Palettes Extension	Extension

Training

Get access to self-paced lessons with hands-on, step-by-step exercises that help you master key concepts or features of your Autodesk software. Browse the [Training Catalog](#).

Tech Support

Receive Web Support from an Autodesk support technician.

- [Request Support](#)
- [View My Support Requests](#)
- [View My Company's Support Requests](#)

[Need Help? Contact Us](#)

[Try Enhanced Search](#)

New Tutorials Available

The latest tutorials are available for your Subscription entitlement.



Stoke! on Subscription

A new blog only for Subscription customers about things you need to know!

Product Downloads

Under punktet "Product Downloads" kan du laste ned software og tilleggsprogrammer fra Autodesk. Når du klikker på linken, ser du denne siden:

Autodesk Subscription

Welcome | My Profile | Sign Out — Search

English

News

Product Downloads

Training

Tech Support

Program Information

Contract Administration

Product Downloads

Released periodically, these downloads provide you with new, specialized functionality, tools, and content immediately after it is developed. You benefit from leading-edge capabilities, convenient implementation without disruption to ongoing projects, and increased productivity across your organization.

Title	Type	Release Date
AutoCAD 2009 - Bonus Pack	Extension	2008-07-24
Autodesk Impression	Extension	2008-03-25
Autodesk Vault 2009	Applications	2008-03-25

[See All](#)

Need Help? Contact Us

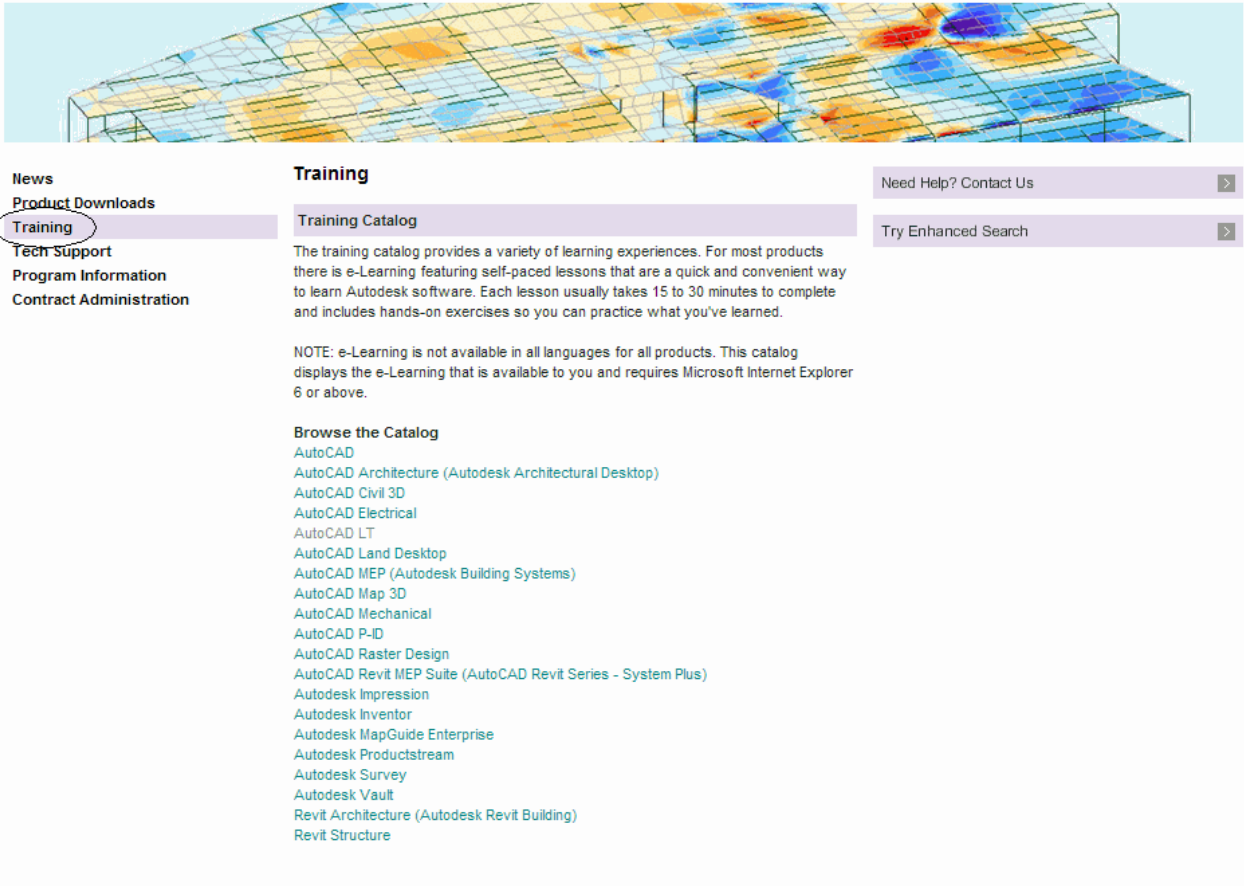
Try Enhanced Search

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Klikk på de forskjellige programmene for å laste dem ned.

Training

Under "Training" får du tilgang til mange e-learning-oppgaver for mange Autodesk-produkter. Klikk på "Training" og du får opp dette bilde:



News
Product Downloads
Training
Tech Support
Program Information
Contract Administration

Training

Training Catalog

The training catalog provides a variety of learning experiences. For most products there is e-Learning featuring self-paced lessons that are a quick and convenient way to learn Autodesk software. Each lesson usually takes 15 to 30 minutes to complete and includes hands-on exercises so you can practice what you've learned.

NOTE: e-Learning is not available in all languages for all products. This catalog displays the e-Learning that is available to you and requires Microsoft Internet Explorer 6 or above.

Browse the Catalog

- AutoCAD
- AutoCAD Architecture (Autodesk Architectural Desktop)
- AutoCAD Civil 3D
- AutoCAD Electrical
- AutoCAD LT
- AutoCAD Land Desktop
- AutoCAD MEP (Autodesk Building Systems)
- AutoCAD Map 3D
- AutoCAD Mechanical
- AutoCAD P-ID
- AutoCAD Raster Design
- AutoCAD Revit MEP Suite (AutoCAD Revit Series - System Plus)
- Autodesk Impression
- Autodesk Inventor
- Autodesk MapGuide Enterprise
- Autodesk Productstream
- Autodesk Survey
- Autodesk Vault
- Revit Architecture (Autodesk Revit Building)
- Revit Structure

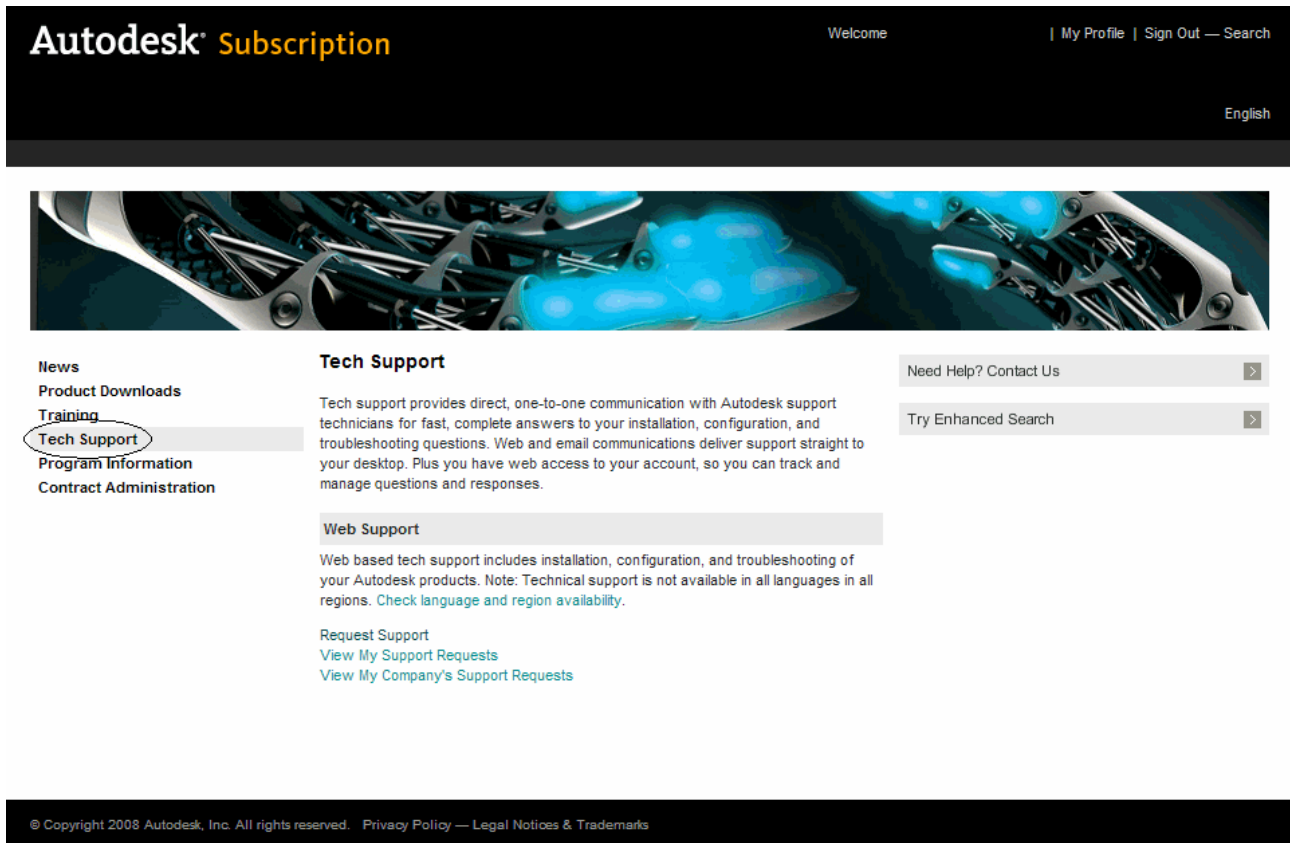
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Klikk på de forskjellige produktene for å se hvilke øvelser som er tilgjengelige for de enkelte produktene.

Tech Support

Under punktet Tech Support får du adgang til websupport hos Autodesk. Du kommuniserer elektronisk og kan få enkelt hjelp til installasjon, konfigurasjon m.m. Forvent ikke en komplett hotline, for det er det IKKE.

Klikk på "Tech Support" og du får dette skjermbildet:



The screenshot shows the Autodesk Subscription user interface. At the top, the header includes the Autodesk logo, the word "Subscription", and navigation links for "Welcome", "My Profile", "Sign Out", and "Search". A language selector for "English" is in the bottom right of the header. Below the header is a large image of a mechanical assembly with glowing blue components. On the left is a vertical navigation menu with items: "News", "Product Downloads", "Training", "Tech Support" (circled in red), "Program Information", and "Contract Administration". The main content area features a "Tech Support" section with a description: "Tech support provides direct, one-to-one communication with Autodesk support technicians for fast, complete answers to your installation, configuration, and troubleshooting questions. Web and email communications deliver support straight to your desktop. Plus you have web access to your account, so you can track and manage questions and responses." Below this is a "Web Support" section with a note about regional availability and two links: "Request Support", "View My Support Requests", and "View My Company's Support Requests". On the right side, there are two buttons: "Need Help? Contact Us" and "Try Enhanced Search". The footer contains copyright information: "© Copyright 2008 Autodesk, Inc. All rights reserved. Privacy Policy — Legal Notices & Trademarks".

Klikk på "Request Support" for å sende en websupport forespørsel.

Program Information

Under dette punktet kan du finne informasjon om vilkår for Subscription og for bruk av hjemmelisenser.

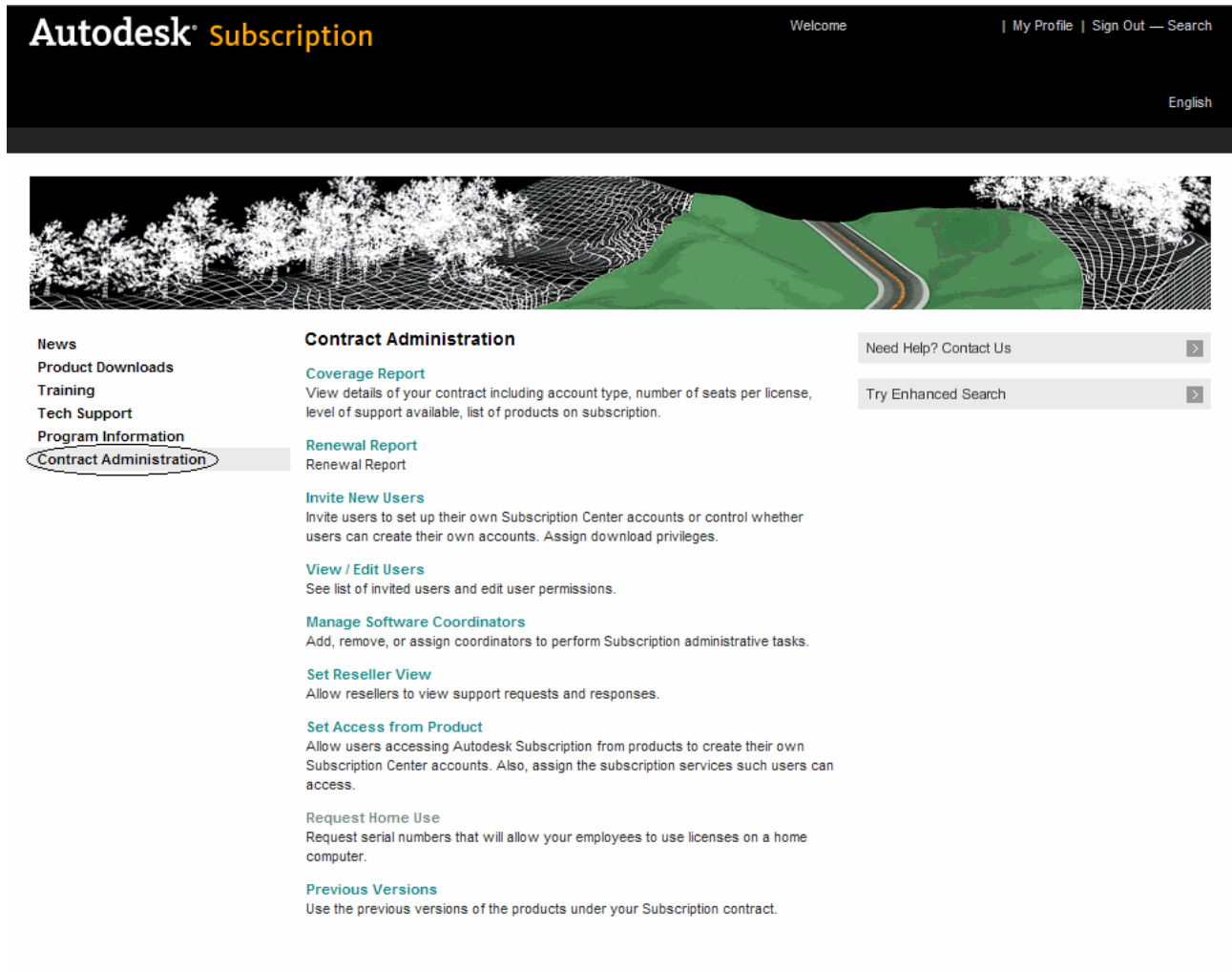
Klikk på "Program Information" og du får opp dette skjermbildet:

The screenshot shows the Autodesk Subscription website interface. At the top, the header includes the Autodesk logo and 'Subscription' in orange, followed by 'Welcome', 'My Profile', 'Sign Out', and a search icon. The language is set to 'English'. On the left, a navigation menu lists: News, Product Downloads, Training, Tech Support, Program Information (circled in red), Terms & Conditions, and Contract Administration. The main content area is titled 'Terms & Conditions' and contains links for 'Home Use Agreement' (with sub-link 'Home Use License Agreement: Ancillary Service Terms'), 'Supplemental Terms & Conditions' (with sub-link 'Supplemental Terms and Conditions for Alias Platinum Members'), and 'Territory Rights Agreement' (with sub-link 'Extra Territory Rights Agreement: Ancillary Service Terms'). On the right, there are two buttons: 'Need Help? Contact Us' and 'Try Enhanced Search'. At the bottom, a footer contains the copyright notice: '© Copyright 2008 Autodesk, Inc. All rights reserved. Privacy Policy — Legal Notices & Trademarks'.

Contract Administration

Under punktet Contract Administration kan du få en oversikt over lisensene deres, du kan administrere brukere av Subscription center, endre software coordinator, be om hjemmelisenser og bruk av tidligere versjoner.

Klikk på "Contract Administration" og du får opp dette skjermbildet:



The screenshot shows the Autodesk Subscription web interface. At the top, there is a dark header with the Autodesk logo and the word "Subscription" in orange. To the right of the header, there are links for "Welcome", "My Profile", "Sign Out", and "Search". In the bottom right corner of the header, the word "English" is displayed. Below the header is a large banner image showing a stylized landscape with a road and trees. On the left side of the page, there is a vertical navigation menu with the following items: "News", "Product Downloads", "Training", "Tech Support", "Program Information", and "Contract Administration". The "Contract Administration" item is highlighted with a grey background and a red circle. The main content area is titled "Contract Administration" and contains several links and descriptions:

- Contract Administration**
- Coverage Report**: View details of your contract including account type, number of seats per license, level of support available, list of products on subscription.
- Renewal Report**: Renewal Report
- 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.
- 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.

On the right side of the main content area, there are two buttons: "Need Help? Contact Us" and "Try Enhanced Search".

Contract Administration – Coverage Rapport

Under dette punktet kan du se en komplett oversikt over alle lisensene i Subscription-avtalen.

Klikk på "Coverage Rapport", og du får opp dette skjermbildet:

The screenshot shows the Autodesk Subscription Coverage Report interface. At the top, there is a navigation bar with links: Create Support Request, My Support Requests, All Support Requests, Reseller View Permission, Subscription Help, Renewals, Coverage Report, and Coordinator Management. The main heading is "Subscription Coverage Report". Below it, a message says: "Click the Contract # below to view or download detailed information about the products and services on your Subscription contract." A table lists contracts with columns: Contract #, Program, Start Date, End Date, Status, Company, and Contract Manager. One contract is selected, and its details are shown in three columns: Contract, Contract Manager, and Company Details. The Contract details include: Contract #, Program (Subscription), Start Date (3/30/2007), End Date (3/29/2009), and Status (Active). The Contract Manager details include: Name, Email, Phone #, and Extension. The Company Details include: Name, Address 1, Address 2, Address 3, City, State, Country, and Postcode.

Klikk på kontraktsnummeret som du ønsker å få mer informasjon om. Når du klikker på kontraktsnummeret, får du opp dette skjermbildet:

The screenshot shows the Autodesk Subscription Coverage Report interface, displaying product details. The navigation bar is the same as in the previous screenshot. The main heading is "Subscription Coverage Report". Below it, a message says: "Please verify that the contract information below is correct. If you notice an error in the contract data, please use this form." The "Selected Contract Details" section is the same as in the previous screenshot. Below it, there is a "Search" section with instructions: "Search: To find or filter specific products or Groups, press the Search button." and "Export: To begin downloading a CSV format file of your contract data, press the Export button." Below the search section, there is a "Details" section with instructions: "Details: To view more detailed information about a product, click on the Serial Number." A table lists products with columns: Serial #, Product Key, Level, Group, Product Family, Release, Language, Deployment, Seats, Software Coordinator, and Reseller. The table contains 7 rows of product data.

Serial #	Product Key	Level	Group	Product Family	Release	Language	Deployment	Seats	Software Coordinator	Reseller
390-	N/A	Web Support		AutoCAD	2009	English	Standalone	2		NTI CADcenter A/S - Værlose
390-	N/A	Web Support	Acad SLM	AutoCAD	2009	English	Standalone	1		NTI CADcenter A/S - Værlose
390-	N/A	Web Support		AutoCAD	2009	English	Networked	2		NTI CADcenter A/S - Værlose
390-	N/A	Web Support		AutoCAD	2009	English	Standalone	4		NTI CADcenter A/S - Værlose
390-	N/A	Web Support		AutoCAD LT	2009	English	Standalone	22		NTI CADcenter A/S - Værlose
390-	N/A	Web Support		Autodesk Inventor Suite	2009	English	Standalone	3		NTI CADcenter A/S - Værlose
390-	N/A	Web Support		Autodesk Inventor Suite	2009	English	Standalone	1		NTI CADcenter A/S - Værlose

Her kan du se serienumre, groups, antall seats og hvem som er software coordinator. Klikk på de enkelte serienumrene for å se mer informasjon.

Contract Administration – Manage Software Coordinators

Software Coordinatoren får nye versjoner av softwaren når nye realeaser sendes ut. Det kan godt være forskjellige personer på de forskjellige produktene. Vil man endre Software Coordinator for et produkt, skal man gjøre følgende:

I Contract Administration menyen, klikk på “Manage Software Coordinators”. Klikk på kontrakten som skal endres. Deretter får man opp dette skjermbildet:

The screenshot shows the Autodesk web interface for managing software coordinators. At the top, there is a navigation bar with the Autodesk logo and a 'Close Window' button. Below the navigation bar, there are several menu items: 'Create Support Request', 'My Support Requests', 'All Support Requests', 'Reseller View Permission', 'Subscription Help', 'Renewals', 'Coverage Report', and 'Coordinator Management'. The main content area is titled 'Software Coordinator Management' and includes instructions on how to use the page. Below the instructions, there are two tabs: 'Software Coordinators' and 'Products'. The 'Software Coordinators' tab is active, showing a table with columns for 'First Name', 'Last Name', 'Email', 'Phone', and 'Shipping Location'. The table currently contains one entry. To the right of the table, there are buttons for 'Edit...' and 'Remove...', and a status indicator '1 - 1 of 1'. Above the table, there is a section for 'Selected Contract Details' with three columns: 'Contract', 'Contract Manager', and 'Company Details'. Each column contains various fields with input boxes and labels, such as 'Name', 'Email', 'Phone #', 'Extension', 'Address 1', 'Address 2', 'Address 3', 'City', 'State', 'Country', and 'Postcode'.

Klikk på “Edit” for å velge brukere som er opprettet i Subscription center. Klikk på fanebladet “Products” hvis du vil endre software coordinator for de enkelte produktene.

Contract Administration – Request Home Use

Med subscription har man lov til å installere hjemmelisenser i forholdet 1 til 1, dvs. 1 lisens i firmaet gir adgang til 1 hjemmelisens. Klikk på "Request Home Use" i Contract Administration menyen for å be om en hjemmelisens. Gjelder for Nettversklisenser. Du får opp dette skjermbildet:

The screenshot shows the Autodesk Subscription web interface. At the top, there is a navigation bar with the Autodesk logo, the word 'Subscription', and user options like 'Welcome,', 'My Profile', 'Sign Out--', and 'Search'. The main content area is titled 'Home Use of Your Autodesk Products' and includes a 'Subscription Help' link. The text explains that Autodesk Subscription customers can request home use licenses for their employees, governed by an Ancillary Service Agreement for Home Use (26k, PDF format). Two bullet points provide links to an 'Eligible Product List' (18k, PDF format) and a 'Home Use FAQ' (23k, PDF format). A 'How it works' section explains that a home use license is a stand-alone license based on a primary license. At the bottom of the main content area, there is a 'Continue' button. The footer contains copyright information for Autodesk, Inc. from 2008.

Klikk på "Eligible Product List" for å se hvilke produkter man kan få hjemmelisenser for.

Klikk på "Home Use FAQ" for at lese mer om reglene for bruk av hjemmelisenser.

Klikk på "Continue" for å komme videre.

På neste skjermbilde skal man akseptere vilkårene for bruk av hjemmelisens, og på neste skjermbilde igjen, skal man velge om det er som singellisens eller nettversklisens.

Hvis man benytter singellisens, skal man bare installere med samme medie og bruke samme serienummer som firmalisen. Benytter man nettversklisens, skal online formularet fylles ut med kontraktsnummer, produkttype og antall lisenser. Formularet sendes til Autodesk ved å trykke på "submit" og man får en mail i retur med et "Dummy" serienummer, som man taster inn under installasjon av hjemmelisensen.

Contract Administration – Previous Versions

Med Subscription har man lov til å benytte tidligere versjoner, opptil 3 versjoner. Klikk på "Previous Versions" under Contract Administration. Du vil se dette skjermbildet:

The screenshot shows the Autodesk Subscription interface. At the top, the logo 'Autodesk Subscription' is on the left, and 'Welcome' with navigation links 'My Profile' and 'Sign Out-- Search' is on the right. Below the header, there are links for 'Subscription Home' and 'Contract Administration Home', along with a 'Subscription Help' link. The main content area is titled 'Previous Version: Getting Started'. It explains that Autodesk Subscription customers can use previous versions up to three releases back from the 2009 product release. It provides a link to an 'Eligible Product List (PDF)'. Below this, it states that the feature is available for both stand-alone and network licenses and refers to a 'Coverage Report'. A section titled 'To use a previous version, please select the license deployment that applies to you and click the Continue button.' contains two radio button options: 'Stand-alone license' and 'Network license'. A 'Continue' button is visible. Further down, it provides instructions on how to install software and mentions a 'Terms and Conditions (78k PDF)' link. A 'Previous Version FAQ' link is also present. The footer contains copyright information for Autodesk, Inc. in 2008.

Klikk på "Eligible Product List" for å se hvilke programmer du kan få tidligere versjoner til.

Velg Stand-alone (singellisens) eller nettverkslisens, og klikk på "Continue". Deretter får du opp dette skjermbildet:

The screenshot shows the Autodesk Subscription interface for 'Previous Version: Stand-alone licenses'. The header is identical to the previous screenshot. The main content area is titled 'Previous Version: Stand-alone licenses' and asks the user to 'Please select one of the following as it applies to you.' There are four radio button options: 'I need a license/serial number.', 'I need additional seats and already have a serial number.', 'I need to install and activate my CD or DVD.', and 'I need a CD or DVD.'. At the bottom of the form, there are 'Back' and 'Continue' buttons.

Her kan du velge om du skal bruke et serienummer eller ønsker å få tilsendt et medie til en eldre versjon.

Følg step-by-step guiden for å fullføre bestillingen.

Contract Administration – Invite New Users

Under punktet "Invite New Users" kan du tilføje nye brugere til Subscription Center. Når du klikker på "Invite New Users" ser du dette skærmbildet:

Invite New Users

Enter e-mail addresses (not e-mail aliases or groups) separated by commas or returns. An invitation will be sent to each e-mail address you provide. The number of users you can invite is indicated in the contract information, below.

To invite a list of recipients, paste the list in the space below. A recipient must include an email address, first name and last name each separated by a comma. Each recipient must appear on a separate line.

Quick Add Recipient:

* E-Mail address	* First name:	* Last name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Recipient List:

Field order: email,first name,last name
Example: fredsmith@example.com,Fred,Smith

Choose Contracts and Assign Privileges

Contract: (You can invite 210 more users)

Contract includes: AutoCAD, AutoCAD LT, Inventor Series

User can access:	Web Support	<input checked="" type="radio"/> Yes	<input type="radio"/> No
	e-Learning	<input checked="" type="radio"/> Yes	<input type="radio"/> No
	File Downloads	<input checked="" type="radio"/> Yes	<input type="radio"/> No

Personalize the Invitation Message (Optional)
You may include a personal message in the invitation.

Fyll ut alle punktene og klikk på "Send". Brukeren får tilsendt brukernavn og adgangskode.

Contract Administration – View/Edit Users

Under dette punkt kan du se og redigere brukerne av Subscription Center. Klikk på "View/Edit Users" så ser du dette skjermbildet:

Autodesk Subscription Welcome, | My Profile | Sign Out-- Search English US

Subscription Home
Contract Administration Home [? Subscription Help](#)

View / Edit Users

View and Edit user information for each contract below.

You can view details for each user by clicking on the "Edit User" button. "Status: Pending" users have a Subscription Center account but have not yet signed in.

Select Contracts and Users to Show

Contracts:

All Users: [abc](#) | [def](#) | [ghi](#) | [jkl](#) | [mno](#) | [pqr](#) | [stu](#) | [vwxyz](#) | [yz](#) | [Other Characters](#)

Showing: 1-1 of 1

				Status: Active	Edit User
Contract #	Phone Support	Web Support	e-Learning	File Downloads	
		✓	✓	✓	

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Klikk på den enkelte bruker og deretter på "Edit User" for å se og redigere rettigheter.