

LICENSE ADMINISTRATION ON MYCONFIGURA

A step-by-step user guide for License Administrators

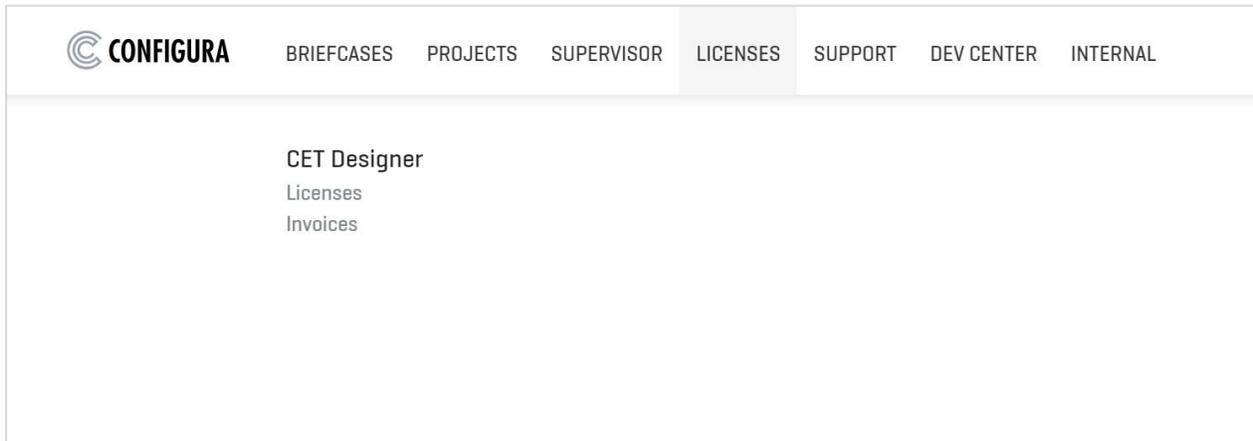
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CET *Designer*

The License Administrator Role

Anyone who buys more than one license for an Extension on the Marketplace automatically becomes a License Administrator. It is common for a dealership to have one or more License Administrators managing all the licenses at the dealership. The License Administrator can pre-order multiple licenses and distribute them to specific users. The License Administrator also has the responsibility of giving or recalling licenses from users.

License administrators have access to a **License** option on MyConfigura:

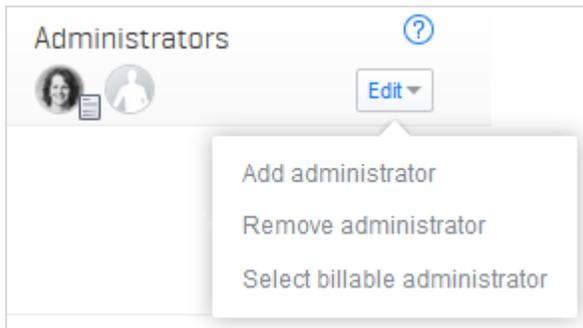


License Group, License Administrator, and Billable Administrator

As mentioned above, anyone who buys more than one license for an Extension in the Marketplace automatically becomes a License Administrator for those licenses and will have access to the License Administration page on MyConfigura.

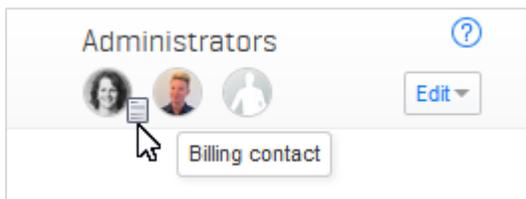
Multiple persons can be added as administrators for the licenses, in which case a **license group** is formed. Individual License Administrators as well as license groups receives a discount based on how many licenses are purchased. This is explained further in the *Discount Structure for CET Designer and Extension Licenses* paragraph below.

To manage License Administrators for your license group, click on the **Edit** drop-down in the upper-right corner of the **Licenses** page. You can add as many administrators as you want.



All administrators in a group can administer the group's licenses and order new licenses. The group's billing address as shown on MyConfigura is used regardless of which administrator places the order. All administrators can view and pay the group's invoices.

For accounting purposes, one person in the group is the **billable administrator**. This person can access the same functions on MyConfigura as regular administrators, but will receive an email as soon as new licenses are purchased and therefore has a better overview of the group's activities. On MyConfigura, there is an invoice icon indicating who is billable administrator:



License Administration → Licenses View

Selecting the **Licenses** option brings up this view:

The screenshot shows the CONFIGURA web interface. At the top, there is a navigation bar with links for Newsroom, Solutions, Products, Support, Partners, Developer Center, Company, and MyConfigura. Below this, there are icons for Licenses and Invoices (with a notification badge), a search bar, and an Administrators section with a profile picture and an Edit button. The main content area is divided into two sections: "Licenses not in use" and "Active licenses".

Licenses not in use - Licenses you own and can give to users

Below this section, there are three license categories: CET Designer (6), ProjectSymbols (7), and SketchUp (6). A blue button labeled "+ Give licenses" is on the right.

Active licenses - Showing 4 of 4 active accounts

There is a "Select all" checkbox and an "Export to Excel" button. Below is a table with columns for Name, Licenses, and Information.

Name	Licenses	Information
Anna Gustavsson <small>anna.gustavsson@configura.com</small>		Awaiting payment Edit
Awaiting User Registration <small>fredrik.eriksson@configura.com</small>		Awaiting payment Edit
Daniel Karlsson <small>daniel.karlsson@configura.com</small>		Awaiting payment Edit
Sara Schill Saran <small>sara.schill-saran@configura.com</small>		Edit

Give a License to a User

1. Click the blue **Give licenses** button on the right to expand the section.
2. Select **Extension** and enter one or more **user email addresses** to give licenses to. Multiple email addresses are separated by comma, semicolon, enter, or space.
3. Click the blue **Give licenses** button at the bottom to confirm.

The dialog box is titled "Licenses not in use - Licenses you own and can give to users". It has a blue button labeled "- Give licenses" in the top right corner.

Step 1: Select licenses to give.

Below this, there is a selection box for "KI SpecEngine" with a quantity of 96 and a checked checkbox.

Step 2: Add one or more email addresses to give licenses to.

Below this, there is a text input field containing "jane.doe@configura.com". Below the input field, there is a note: "Add the user's email address above - If you have more than one separate the email addresses by comma, semicolon, enter or space." A blue button labeled "Give licenses" is at the bottom right.

When you have given a license to a user, they will receive an email with information about this. If they are a new user without a MyConfigura profile, they will be prompted to create a MyConfigura account and download CET Designer.

Active Licenses

Active licenses refer to licenses that are in use. Here, you can keep track of each license, but also give new licenses, recall licenses or export data to an Excel spreadsheet. The basic functionality in this section is split up and presented below.

You can select any row in the **Name** column simply by clicking it:

The image shows a user profile card with three states:

- Unselected row:** A row with a dropdown arrow and the name "Anna Gustavsson" and email "anna.gustavsson@configura.com".
- Selected row:** A row with a dropdown arrow and the name "Daniel Karlsson" and email "daniel.karlsson@configura.com".
- Expanded row for more info:** A row with a dropdown arrow and the name "Sara Schill Saran" and email "sara.schill-saran@configura.com". Below this row is a circular profile picture and a list of details: Email: sara.schill-saran@configura..., Country: Sweden, Company: Configura Sverige AB, Address: Drottninggatan 14, City: Linköping, State: , Postal: 58102, Phone: +4613377810.

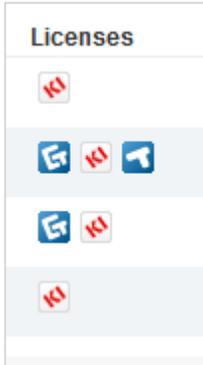
Each row has an **Edit** button on the right side for individual editing:

The image shows a table with two columns: "Licenses" and "Information". There is an "Export to Excel" button at the top right. The table has four rows, each with a license icon and the text "Awaiting payment". An "Edit" button is visible on the right side of each row. A dropdown menu is open over the "Edit" button of the second row, showing three options: "Give Licenses", "Recall licenses", and "Resend registration email".

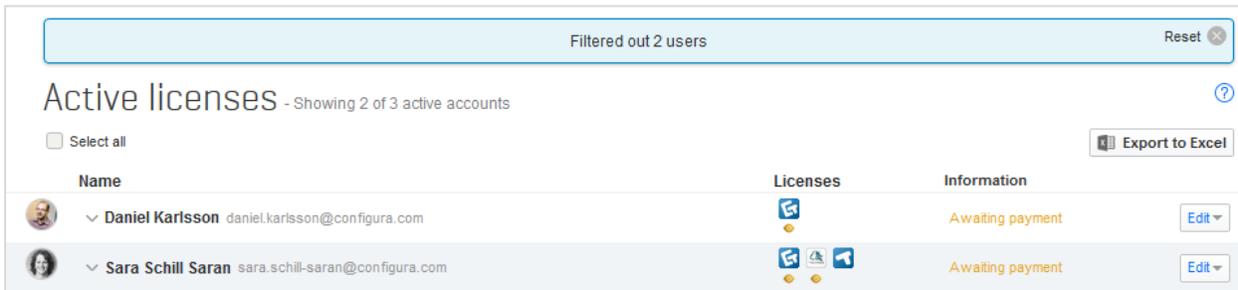
You can also click to select multiple rows, or use the **Select all** checkbox. A black bar will then appear at the bottom of the window where you can edit all selected rows at once:

The image shows a black bar at the bottom of the window. On the left side, there is a button labeled "Edit selected". On the right side, there is text that says "4 selected user(s)".

Clicking an icon in the **Licenses** column filters out users with a license for that Extension:



Clicking an Extension icon again filters the information *within* your selection. There is a **Reset** option for resetting everything back to showing all users:

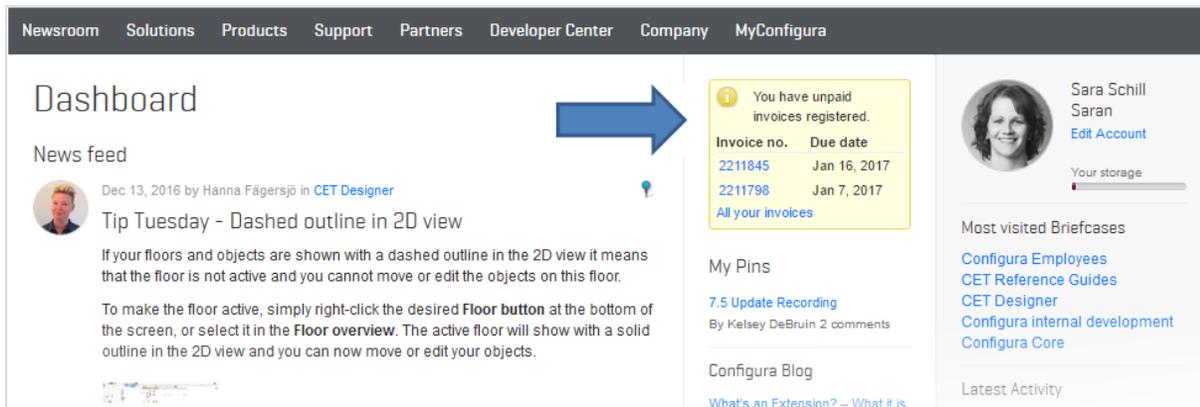


Clicking the **Export to Excel** button exports all users and user information to an Excel spreadsheet:

	A	B	C	D	E	F	G	H	I	J
1	Email	First name	Last name	Country	Company	Address	Phone Num	Extension	Start time	End time
2	stina.svensson@configura.com							KI SpecEngine	Dec 14, 2016	Jan 14, 2017
3	fredrik.eriksson@configura.com							KI SpecEngine	Dec 14, 2016	Jan 14, 2017
4	fredrik.eriksson@configura.com							CET Designer	Dec 15, 2016	Jan 15, 2017
5	fredrik.eriksson@configura.com							SketchUp	Dec 15, 2016	Jun 30, 2017
6	benny.gustavsson@configura.com							KI SpecEngine	Dec 14, 2016	Jan 14, 2017
7	benny.gustavsson@configura.com							CET Designer	Dec 15, 2016	Jan 15, 2017
8	hakan.nilsson@configura.com							KI SpecEngine	Dec 14, 2016	Jan 14, 2017
9										

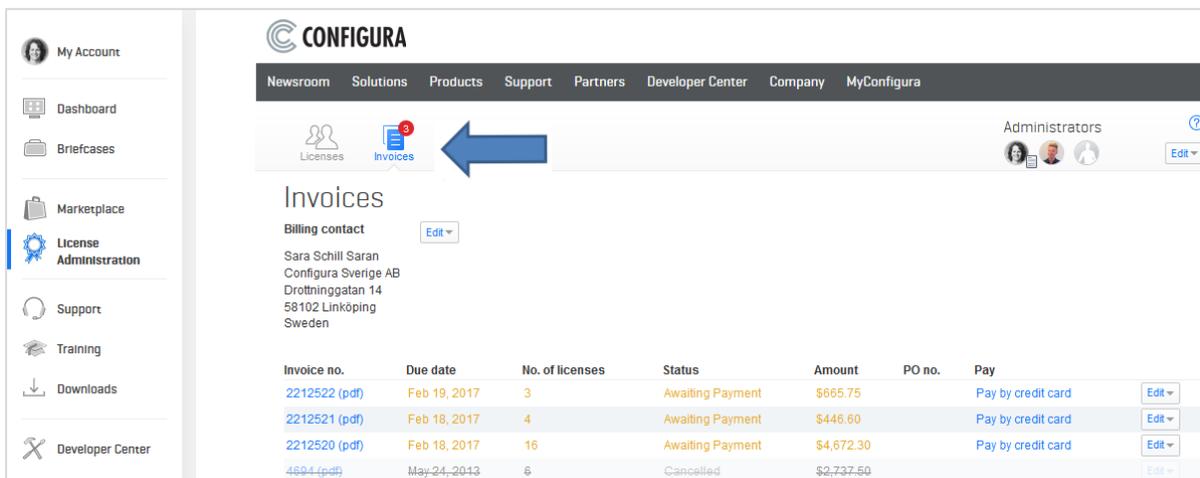
License Administration → Invoices View

If there are unpaid invoices, there is a notification on your MyConfigura **Dashboard**:



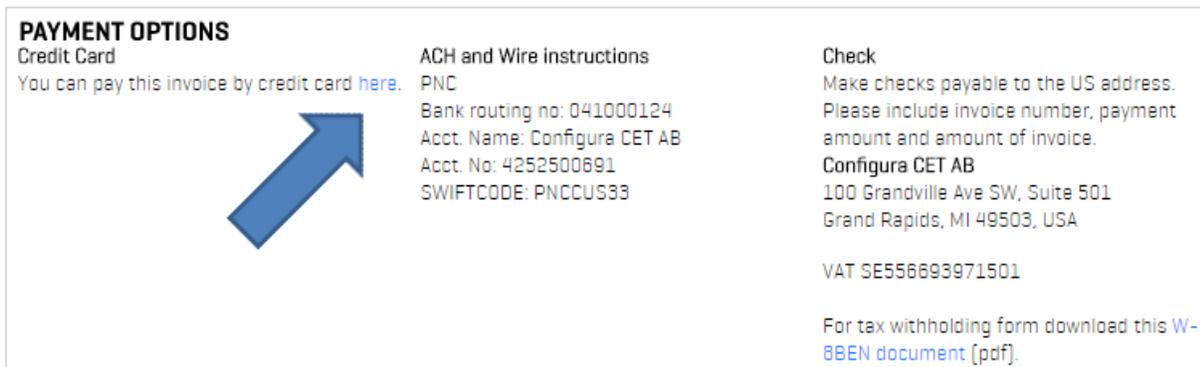
The screenshot shows the MyConfigura Dashboard. At the top, there is a navigation bar with links for Newsroom, Solutions, Products, Support, Partners, Developer Center, Company, and MyConfigura. The main content area is divided into three columns. The left column is titled 'Dashboard' and contains a 'News feed' section with a post from Dec 13, 2016, by Hanna Fågertsjö in CET Designer. The middle column features a yellow notification box with an information icon and the text 'You have unpaid invoices registered.' Below this, there is a table with two rows of invoice information: Invoice no. 2211845 with a due date of Jan 16, 2017, and Invoice no. 2211798 with a due date of Jan 7, 2017. A blue arrow points from the notification box to the 'Invoices' link in the navigation bar. The right column shows the user profile for Sara Schill Saran, including an 'Edit Account' link, a storage progress bar, and a list of 'Most visited Briefcases' such as 'Configura Employees' and 'CET Reference Guides'.

There is also a notification in your License Administration overview:



The screenshot shows the MyConfigura License Administration overview. The left sidebar contains navigation links for My Account, Dashboard, Briefcases, Marketplace, License Administration (highlighted), Support, Training, Downloads, and Developer Center. The main content area is titled 'CONFIGURA' and has a navigation bar with links for Newsroom, Solutions, Products, Support, Partners, Developer Center, Company, and MyConfigura. Below the navigation bar, there are icons for Licenses and Invoices, with a red notification bubble on the Invoices icon. A blue arrow points from the Invoices icon to the 'Invoices' section. The 'Invoices' section displays the 'Billing contact' information for Sara Schill Saran at Configura Sverige AB. Below this, there is a table with columns for Invoice no., Due date, No. of licenses, Status, Amount, PO no., and Pay. The table lists four invoices: 2212522 (Feb 19, 2017, 3 licenses, Awaiting Payment, \$665.75), 2212521 (Feb 18, 2017, 4 licenses, Awaiting Payment, \$446.60), 2212520 (Feb 18, 2017, 16 licenses, Awaiting Payment, \$4,672.30), and 4694 (May 24, 2013, 6 licenses, Cancelled, \$2,737.50). Each row has a PDF link and an 'Edit' button.

To pay an invoice, click the *invoice number* in the overview to open it as a PDF file and then follow the link for paying by credit card. Note that the limit for credit card payments is USD 7800.



The screenshot shows the 'PAYMENT OPTIONS' section for an invoice. It is divided into three columns. The first column is titled 'Credit Card' and contains the text 'You can pay this invoice by credit card [here](#).' A blue arrow points from this text to the 'ACH and Wire instructions' section. The second column is titled 'ACH and Wire instructions' and lists the bank information: PNC, Bank routing no: 041000124, Acct. Name: Configura CET AB, Acct. No: 4252500691, and SWIFTCODE: PNCCUS33. The third column is titled 'Check' and contains the text 'Make checks payable to the US address. Please include invoice number, payment amount and amount of invoice. Configura CET AB, 100 Grandville Ave SW, Suite 501, Grand Rapids, MI 49503, USA, VAT SE556693971501. For tax withholding form download this [W-BBEN document](#) [pdf].'

License Expiration and Renewal

Overall, licenses default to a 12-month period and renewing them is straight forward. 30 days prior to the expiration date all License Administrators in the license group will receive a notice that the licenses are about to expire. The email contains two different renewal options:

- **Renew all licenses:** if you are satisfied with your current licenses, click the **Renew all licenses** link in the email to review and pay the premade invoice for next year's subscriptions. Your licenses are then automatically renewed.
- **Renew some licenses:** if you only want to subscribe to some licenses, click the **Renew specific licenses** link in the email which will take you to the Marketplace where you follow the renewal process step-by-step. Note that once this partial renewal is finalized, a new invoice is generated and emailed to you and the premade invoice is cancelled.
- **Customized purchase of licenses:** if you want to renew all (or some) licenses *AND* add new licenses, you should disregard the invoice and simply go to Marketplace and purchase the entire number of licenses desired and then allocate as needed.

The screenshot shows the 'Marketplace' interface. At the top, there is a search bar with the text 'Search for Extensions, Catalogues, and more...' and a 'My licenses' button. Below the search bar, a notification banner reads: 'Wish to renew your licenses for next year? Your licenses expired May 8, 2016. If you don't renew your licenses they will automatically be turned off.' There are two main options: 'Renew all licenses' (with a green checkmark icon) and 'Renew some licenses' (with an orange arrow icon). Under 'Renew all licenses', it says 'Pay invoice 2211027 and your licenses will automatically be renewed.' and there is a 'Download invoice (pdf)' button. Under 'Renew some licenses', it says 'Choose which licenses you want to renew.' and there is a 'Renew specific licenses' button. At the bottom of the notification area, it says 'Cancel licenses - Discard this invoice. Your licenses will be automatically be cancelled.' and there is a 'Help' link. On the right side, there is a 'Discount' section with the text 'There are discounts on CET Designer.' and a link 'Learn more about prices and discounts'. Below this is a table of discount levels:

%	No. licenses
30%	10+ licenses
25%	5 licenses
20%	4 licenses
15%	3 licenses
10%	2 licenses

Please note that:

- Should an invoice become overdue, you will receive email notifications from Configura when that happens, as well as 7 days past due date.
- If specific licenses are renewed at a later date, the invoice due date remains the same.
- Monthly licenses may also be offered in the purchase process in the Marketplace, but they do not qualify for the discount levels explained below.
- CET Support can edit initial licenses to expire on a certain date, i.e. to coincide with your fiscal year-end.
- If the licenses are not renewed and the invoice discarded, the licenses are cancelled 14 days after the invoice due date.

Discount Structure for CET Designer and Extension Licenses

Individual License Administrators as well as license groups (sometimes called discount groups) receives a volume discount based on how many licenses are purchased. For license groups, it is based on how many licenses are purchased collectively in the group.

Volume discounts are offered, on both CET Designer and Extension licenses, at these levels:



All discounts are granted on a per Extension basis. This means that you must buy 10 licenses for the same Extension to reach the 10% discount level, and not 10 mixed licenses for different Extensions, unless an Extension owner has created a custom discount tier or is not participating in the volume discount structure.

When your number of subscriptions increase during the subscription period and a new discount level is reached, the additional subscriptions will be calculated and prorated per the new discount percentage. Subscriptions already invoiced are not recalculated or refunded per the new discount percentage. Dealerships may therefore benefit from buying one or a few extra licenses at an initial stage.

Example:

At the end of the year, a dealership has 9 employees but is hiring another designer in March. It is then more beneficial to purchase 10 licenses right away to get the 10% discount. Otherwise, the dealership would only get 5% off the 9 licenses purchased now, and 10% off the 10th license that they buy in March.

Please note that:

- Discounts are never retroactive.
- Discounts do not apply to monthly subscriptions.

License Administration FAQ

- **Q: What's the difference between License Administrator and billable administrator?**

A: Having a billable administrator is mostly just for accounting purposes. He or she is the person who will receive all emails regarding license purchases and yearly renewal, and therefore has a good overview of the license group's activities.

- **Q: What payment options do you offer?**

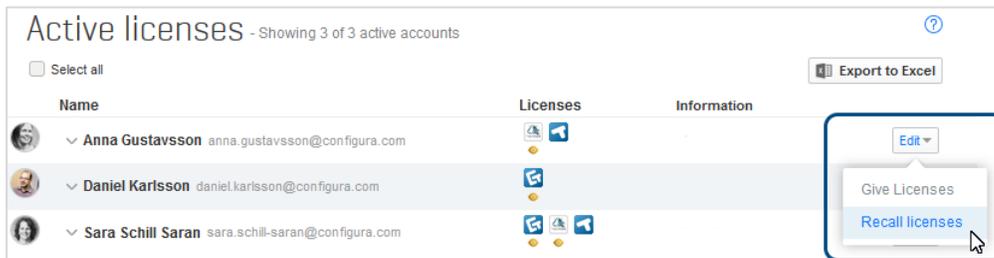
A: Invoices lower than USD 7800 can be paid by credit card, while amounts exceeding this limit are paid by check or wire transfer.

- **Q: I want my licenses to end at a certain date instead of being annual. What should I do?**

A: The first time you buy a license, you can contact CET Support to set a specific expiration date. The next time you buy a license, its expiration date will match your existing licenses.

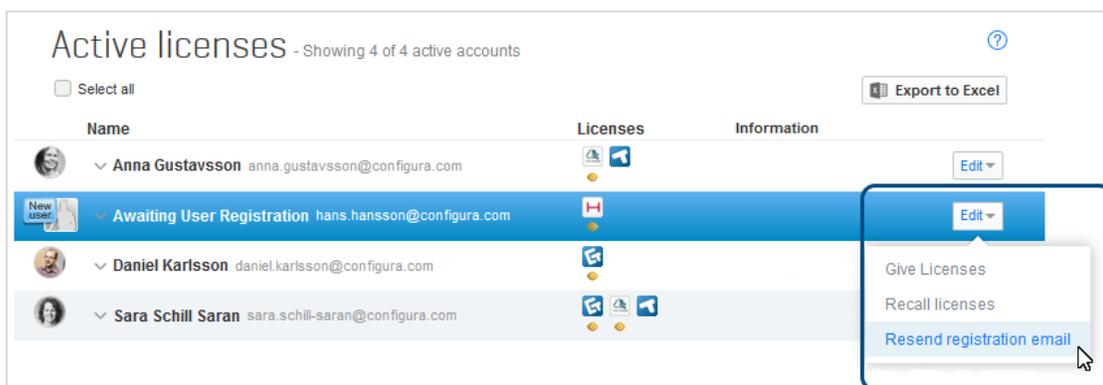
- **Q: I had an employee leave the company, but I do not have a replacement yet. What should I do with the license?**

A: You should recall the license on MyConfigura. It will then be kept in your unallocated licenses waiting until you are ready to assign it to a new user.



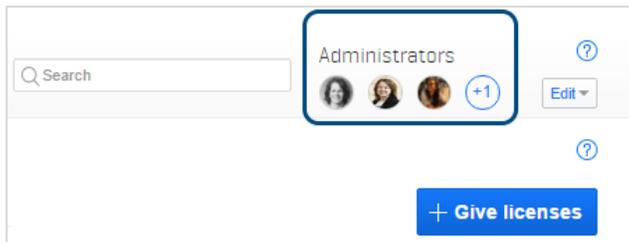
- **Q: I have a user whose status is "Awaiting user registration". What does this mean?**

A: This user has not proceeded with registering on MyConfigura and downloading CET Designer. You can re-send the registration email from the **Edit** drop-down next to the user's name.



- **Q: We are multiple License Administrators at my dealership. How does this affect our volume discounts?**

A: As long as all License Administrators are in the same license group, you will reach the discount levels based on your collective purchases within the license group. To check the License Administrators for your group, go to your **Licenses** view:



- **Q: I am very close to the next discount level and plan to hire in a few months. What should I do?**

A: License discounts are not retroactive and are only applied once you reach the required volume. Therefore, you may want to purchase that or those extra licenses in advance, if it results in reaching a higher discount level.

- **Q: I was out of the office and now I have a past-due invoice. Are my users locked out?**

A: Licenses are cancelled and users locked out when an invoice is 14 days past the original due date. When the invoice is paid, the licenses are unlocked and ready for use again. To avoid inconvenience, please contact CET Support to advise payment is in process.

- **Q: My user has already downloaded a free trial of CET Designer. Can I still become their License Administrator?**

A: Yes. When you enter their email address in the **Give license** field, the email address is recognized as an existing user on MyConfigura and you will become their License Administrator.

- **Q: My user has a name change due to marriage. How do I update this?**

A: The user themselves updates this information on the **My Account** page on MyConfigura.

- **Q: Can a user use their personal email addresses such as Gmail or Hotmail when setting up their MyConfigura account?**

A: This is not recommended as most Extension owners allow approval based on email domain. If you use your personal email address, there may be issues accessing those Extensions.

For additional assistance with License Administration, please contact CET Support at www.configura.com/support or cetsupport@configura.com