

AUTODESK®  
LICENSE COMPLIANCE

Software Asset  
Management  
Toolkit

# IS YOUR SOFTWARE LEGAL?

Make sure your original  
ideas get original software.

Autodesk®

TO USE AND CUSTOMIZE THESE TEMPLATES  
FOR YOUR ORGANIZATION, DOWNLOAD THE  
SOFTWARE ASSET MANAGEMENT TOOLKIT  
FROM [WWW.AUTODESK.COM/PIRACY](http://WWW.AUTODESK.COM/PIRACY).

# HOW TO USE THE SOFTWARE ASSET MANAGEMENT TOOLKIT

Software piracy is a widespread problem that affects everyone. Many companies who use unauthorized software simply have poor software management policies and fail to budget for additional software resources. To support your efforts to remain compliant, Autodesk offers information, purchase options such as subscription, and software management tools to help you audit your PCs and maintain control over software licenses.

The easiest way to keep Autodesk® design tools up-to-date is through Autodesk Subscription. For an annual fee, the program provides the latest versions of licensed Autodesk software and other benefits, offering a budget-conscious way to stay current with the latest technology. For more information about Subscription, visit [www.autodesk.com/subscription](http://www.autodesk.com/subscription).

This toolkit provides guidelines and templates to help you ensure the legal and ethical use of software in your organization by removing the causes of illegal software copying. Your company can achieve successful software management by using only licensed products and enforcing compliance companywide.

First, follow these guidelines and then use the templates to execute your plan.

- Establish a program of regular software audits to ensure that your company is always in compliance with the law.
- Profile each computer and user in your company.

- Establish a budget.
- Put in place a process to account for your software inventory.
- Take appropriate steps if you discover unauthorized copying.
- Be consistent with your organization's policy and with the law to ensure that any problems are corrected and not repeated.

Good planning and budgeting, and a well-documented policy that is regularly communicated companywide, are the keys to managing software and avoiding situations where employees may be tempted to copy software illegally. Use the following templates, which are included in this toolkit, to get started:

- Company Software Policy
- Software Code of Ethics
- Software User Profile
- Software Budget Planning
- Software Register (Electronic and Manual)
- Employee Memorandum
- Checklist

Because organizations have different needs, you can customize these documents as necessary. The following sections review the use of each template in detail.

## Company Software Policy

Prominently post a notice that states your organization's policy about software use and the consequences of violating that policy wherever employees congregate, such as a kitchen or hallway. You can use the Company Software Policy template included in this toolkit for this purpose.

[Designate a person to be responsible for ensuring proper software use throughout the organization.](#) Typically, this person is the manager of IS (information systems), EDP (electronic data processing), or CAD (computer-aided design). An attorney, financial officer, or accounting professional inside or outside your organization can also play this role.

## Software Code of Ethics

[Communicate your organization's commitment to using only licensed software.](#) Have people in your organization sign the enclosed Software Code of Ethics, or a similar statement, and post copies of the Code throughout your organization.

## Software User Profile

**1. Assess your organization's software needs and identify the appropriate software profile of each computer or user.** Survey PC users in your organization to determine what software they need to make

the most effective use of their personal computers. Record your findings on the enclosed Software User Profile form. Typical software profiles include operating system software and programs for word processing, spreadsheets, communications, and database management. Your users may also need computer-aided design and desktop publishing packages, as well as utilities and programming languages.

The Software User Profile is designed as a discovery tool, that is, a way to determine what software your employees need, not what they currently have. To list the software on each employee's hard drive, use the Software Register.

**2. Deliver needed software to users in a timely manner.** If original software is available in principle, but acquisition is bureaucratic, slow, or unduly restrictive, your users are being deprived of the software they need to be productive. Frustration may cause these users to resort to unauthorized copying. Ensure that your organization can put software into employees' hands when they need it.

**3. As an organization, commit to supplying original software to meet the needs of all your users.** Ensure that your organization acquires a full range of original software, that is, programs in a form fully authorized by license or purchase terms, in quantities proportionate to the number of computers in use. These quantities should meet the requirements of each user's profile.

**4. Anticipate reasonable user needs and plan to meet them.** As organizations, users,

and software capabilities change, software also needs to change. Keep your organization's software profiles current by reviewing them on a regular basis or by putting them on subscription. For a fixed annual fee, subscription is a budget-conscious way to stay current with the latest technology. Make a plan that includes surveying your employees at least once a year. This may highlight the need to acquire new programs or new releases of existing software. It may also permit specific departments in your organization—to the extent permitted by license agreements—to distribute software they no longer use to other departments.

## Software Budget Planning

With every new year comes budgeting responsibilities. It is essential to establish realistic budgets for both hardware and software. Many organizations believe they can take financial shortcuts to pay for software—a practice virtually unheard of for hardware acquisitions.

Software acquisition sometimes seems to be neglected in budget spreadsheets. Most companies can afford to buy the software they need, but some believe they can avoid the expense simply by copying licenses onto additional computers. This practice is in fact illegal and violates software copyright laws. In an era where unethical corporate behavior is gaining a lot of negative press, companies using unlicensed software are risking their reputation by acting in an unethical and illegal fashion.

Smart companies protect themselves by budgeting for software needed for existing employees as well as for upturns in their business that may require additional software resources during the year. The best managers are prepared for unforeseen expenditures.

## Software Register

Once you have completed the Software Budget Planning and Software User Profile forms, follow these steps using the Software Register.

### 1. Electronically track Autodesk software through the Autodesk Network License Manager and Autodesk Product Manager.

To efficiently track Autodesk software, Autodesk has incorporated features such as the Network License Manager and the Autodesk Product Manager. Network licensing provides features to ensure that users have access to the software they need. Products based on AutoCAD® software offer a Network License Manager feature that includes network license borrowing with check-in and check-out capabilities. The Network License Manager also provides a Network License Timeout feature that frees idle licenses for cost-effective usage across the organization. In addition, AutoCAD-based products offer the Autodesk Product Manager, a software inventory tool to improve asset tracking.

2. Manually track all software acquisitions in a software register. Use the enclosed Software Register form for this purpose. A software register identifies each computer

using information such as location and authorized user, and it lists the software authorized for use on that computer. A software register can be a focal point not only for planning software use but also for monitoring to ensure that only licensed software is used. In addition to the software register, you should also maintain easily accessible files with the actual software license agreements, invoices, and other documents showing that the software has been acquired legally. Returning registration cards to software companies facilitates this process and provides other benefits as well. For example, the benefits of registering Autodesk products include timely, low-cost upgrades, access to new product information, and notification of important product changes. You can also use the software register to track stand-alone and subscription-based licenses. With subscription-based licenses, it is easier to remain compliant, budget for software on an annual basis, and ensure that everyone has the latest software.

## Employee Memorandum

Follow up with a memo to your employees by using the Employee Memorandum template to reinforce your company policy.

1. Inspect the software that is actually in use to ensure that all programs are legitimately acquired originals, duly accounted for in the Software Register. Inspections are most effective when conducted without prior notice. In legal actions by software

companies, courts have often granted search warrants that permit surprise inspections of organizations suspected of using unauthorized software.

2. Be ready for any surprise inspection by conducting your own first. According to Autodesk's end-user license agreement, "To ensure compliance with this Agreement, you agree that upon reasonable notice, Autodesk or Autodesk's authorized representative shall have the right to inspect and audit your installation, access and use of the software." Various computer programs, ranging from batch files that run in disk operating systems to full-featured utilities, can be used to identify the programs on a computer hard drive. Special audit software is also available. Many auditing firms have made software audits part of their routine financial audit. Consult your auditing firm for more information.

# TEMPLATES

# COMPANY SOFTWARE POLICY

1. *<Insert company or organization name>* licenses the use of computer software from a variety of outside companies. *<Insert company or organization name>* does not own this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it.
2. With regard to use on local area networks or multiple machines, *<Insert company or organization name>* employees shall use the software only in accordance with the license agreement.
3. *<Insert company or organization name>* employees learning of any misuse of software or related documentation within the Company shall notify the department manager or *<insert company or organization name>* legal counsel.
4. According to the U.S. Copyright Law, persons involved in the illegal reproduction of software face civil damages of as much as US\$150,000, and criminal penalties, including fines and imprisonment. *<Insert company or organization name>* does not permit the illegal duplication of software. *<Insert company or organization name>* employees who make, acquire, or use unauthorized copies of computer software shall be disciplined accordingly and may be subject to termination.

I, \_\_\_\_\_, am fully aware of the software-use policies of *<Insert company or organization name>* and agree to uphold them.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

# SOFTWARE CODE OF ETHICS

(Developed by the  
Business Software Alliance)

Unauthorized duplication of copyrighted computer software violates the law and is contrary to our organization's ethical standards. We disapprove of such copying and will apply the following principles to prevent its occurrence.

- We will neither commit nor tolerate under any circumstances the creation or use of unauthorized software copies.
- We will provide, in a timely fashion, legitimately acquired software to meet all software needs and in sufficient quantities for all our computers.
- We will comply with all license terms regulating the use of any software we acquire or use.
- We will enforce strong internal controls to prevent the creation or use of unauthorized software copies, including effective measures to verify compliance with these standards and appropriate disciplinary actions for violation of these standards.

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*<signature of organization President>*

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*<insert name and title of organization President>*

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*<insert organization name>*

# SOFTWARE USER PROFILE

User name \_\_\_\_\_

Date \_\_\_\_\_

Job title \_\_\_\_\_

*User requires software for the functions outlined in the following table:*

<b>Used For</b>	<b>Application Name</b>	<b>Brief Rationale for Installation of Each Program</b>
Database Management		
Word Processing		
Spreadsheets		
CAD		
Desktop Publishing		
Utilities		
Communications		
Programming Language		
Other		



# SOFTWARE REGISTER: ELECTRONIC TRACKING

AutoCAD-based products offer flexible network license management capabilities such as the Network License Borrowing and Network License Timeout features.

## Network License Borrowing

If your Autodesk product supports the License Borrowing feature, you can use the Options file to configure license borrowing options. For example, you can define the maximum number of licenses that cannot be borrowed from your network at any one time. In addition, you can define which users can borrow an Autodesk product license. (If your Autodesk product supports license borrowing, and licenses are borrowed from a redundant license server pool, you must restart the license server after you stop the Network License Manager.) At the end of a borrowing period, the borrowed license is automatically disabled on the user's computer and becomes available again on the license server. Users can return a license before a borrowing period has ended.

## Network License Timeout

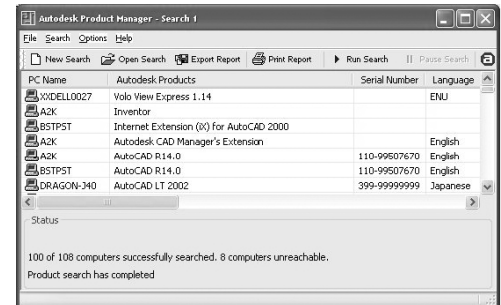
The License Timeout feature enables you to determine how long a product session can be idle before the license server reclaims the license. When you set this flag, the license server reclaims a license if the product is idle on a workstation for more than a specified time. If a user's license is lost because of the idle timeout, the product attempts to claim a new license once the user accesses the product again. If no license is available, the user can save work before the product shuts down.

Refer to your Autodesk software user manual for details on installing the Network License Manager and using the License Borrowing and License Timeout features.

## Autodesk Product Manager

A common problem in an office is not knowing exactly what software is installed throughout the network. To resolve this problem, Autodesk has incorporated a software inventory tool called Autodesk Product Manager into all AutoCAD-based software.

The Autodesk Product Manager is included as part of the Autodesk CAD Manager Tools for improved asset tracking. It compiles a report that lists the Autodesk software installed on the computers in the network. Use the Autodesk Product Manager to inventory your licenses and keep track of who is using them. The tool reports the application version, serial number, service pack level, machine name, and more. By performing an inventory of installed Autodesk software on a PC, LAN, or WAN from a single location, the Autodesk Product Manager enables the CAD or IT manager to easily keep track of installed software assets, ensure maximum return on technology investment, and avoid excess software purchases.



1. To conduct a search, from the File menu, choose New Search. A dialog box provides a list of products to locate and computers to search.
2. Name your search in the space provided.
3. Under Products to Search, select the Autodesk software you want to search for.
4. Under Computers to Search, you will see a list of available network computers. Highlight your choice, and click the right arrow to move it to the Computers Added to Search pane.

Later you can open an existing search, modify a search, print a report, or export a report—all from the File menu. From the Search menu, you can run, pause, or clear a search.

# SOFTWARE REGISTER: MANUAL TRACKING

Name of authorized user: \_\_\_\_\_

Job title: \_\_\_\_\_

<b>Used For</b>	<b>Application Name &amp; Version Number</b>	<b>Serial Number</b>	<b>Price</b>	<b>Location of License &amp; Backup Copy</b>	<b>Acquisition Source</b>	<b>Acquisition Date</b>
Database Management						
Word Processing						
Spreadsheets						
CAD						
Desktop Publishing						
Utilities						
Communications						
Programming Language						
Other						

# EMPLOYEE MEMORANDUM

To: *<specify distribution>*

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From: *<senior management official's name here>*

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Subject: Software and the U.S. Copyright Act

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Date: *<insert date here>*

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The purpose of this memorandum is to remind you of company policy regarding software duplication. Any duplication of licensed software, except for backup or archival purposes, is a violation of the U.S. Copyright Act. Each software program, such as AutoCAD® software, that this company licenses is to be used on only one computer workstation or PC at a time. If the machine has a program loaded on its hard disk, then that particular program, which typically has a serial number, should not be loaded on any other hard disk. For example, if a department has 10 machines with AutoCAD software installed on each, the department should also have 10 sets of original documentation and system disks or a network license that stipulates that all 10 licenses are legal.

All workstations or PCs purchased by this company are being supplied with newly licensed copies of *<insert name(s) of software program(s) installed>*. *<Insert employee name>* is responsible for ensuring that each program is properly registered with the software manufacturer.

This company will not tolerate any employee making unauthorized copies of software.

Any employee found copying software other than for backup purposes is subject to termination. Any employee giving software to any third party, including clients or customers, is also subject to termination. *<{optional} If you want to use software licensed by this company at home, you must consult with <Insert employee name> before removing the system disks from the premises.>* If we do not enforce a strict policy on the use of software, the company will be exposed to serious legal liability. Furthermore, it violates our ethical guidelines for proper business behavior.

*<Insert employee name>* will be visiting the departments over the next week to inventory hard disks and to ascertain that original documentation and system disks exist for each copy of software resident on your hard disk. If documentation, system disks, or both are not present, they will be ordered and charged to your department. Please organize your documentation and system disks for the auditor's review. If you have any questions, please contact *<Insert name>*.

# CHECKLIST

Following is a simple checklist to help track your company's progress in instituting these changes.

Completed	Procedure	Date First Performed or Distributed	Date of Second Communication
	Company Software Policy		
	Software Code of Ethics		
	Software User Profile		
	Software Budget Planning		
	Software Register ( <i>Electronic Tracking</i> ): <ul style="list-style-type: none"><li>• Network License Borrowing</li><li>• Network License Timeout</li><li>• Autodesk Product Manager</li></ul>		
	Software Register ( <i>Manual Tracking</i> )		
	Employee Memorandum		



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