

# MANAGING END USERS ON LICENSES

You can manage end user information from the Licenses view or the End Users View. This document describes the Licenses view.

Administrators and asset managers use the Licenses table to keep track of licensed end users and license contacts. You can add or remove end users, grant permission to download or activate software, and change license contacts.

To get started...

1 Select a **license**.

2 Go to the **End Users and License Contacts** tab.

3a To add a user, follow steps on the next page.

3b To change contacts on the license, click Edit License Contacts and create a service request. Choose customer support, then choose Add a License Contact.

The screenshot shows the MathWorks License Center interface. At the top, there's a header with the MathWorks logo and 'License Center' text. Below the header, there are navigation links for 'Activation & Installation Troubleshooting', 'Contact Support', and 'Help'. The main content area is titled 'Licenses' and contains a table with columns: License No., Label, Option, Use, Activation Type, My Role, and Administrator. The table lists several licenses, with the license labeled 'Engineering' (License No. 72066) highlighted. Below the table, there are tabs for 'License Details', 'Activation and Installation', 'End Users and License Contacts', and 'Passcodes'. The 'End Users and License Contacts' tab is active, showing a sub-section for 'Licensed End Users' with a table of users and their permissions. Below this, there's a section for 'License Contacts' with a table of contact information. A button labeled 'Edit License Contacts' is visible at the bottom right of the 'License Contacts' section.

License No.	Label	Option	Use	Activation Type	My Role	Administrator
18785	RD Lab 01	Individual	Commercial	Designated Computer	Administrator, Asset Manager	Susan Jones
23088		Group	Commercial		Administrator, Asset Manager	Susan Jones
68786	RD Lab 02	Individual	Commercial	Stand-Alone Named User	Asset Manager	John Smith
72066	Engineering	Concurrent	Commercial	Network Concurrent User	Administrator, Asset Manager	Susan Jones
73040		Individual	Commercial	Designated Computer	End User	Mark Wilson

  

First Name	Last Name	E-mail	Department	Allow Downloading	Allow Activation	Remove User
Curtis	Jackson	cjackson@sample.com	Mechanical Engineering	✗	✗	⊖
Mike	Johnson	mjohnson@sample.com	Mechanical Engineering	✓	✓	⊖
Tim	O'Shea	toshea@sample.com	Mechanical Engineering	✓	✗	⊖
Jack	Phillips	jphillips@sample.com	Mechanical Engineering	✓	✗	⊖
Beth	Reynolds	breynolds@sample.com	Mechanical Engineering	✓	✓	⊖

  

First Name	Last Name	E-mail	Role	Department
Bill	Jackson	bjackson@sample.com	Asset Manager	Development
Susan	Jones	sjones@sample.com	Administrator	IT
John	Smith	jsmith@sample.com	Maintenance	Engineering
Sue	Watson	swatson@sample.com	Update Media Recipient	Engineering Support

## Adding Licensed End Users to a License

1. To start click the Add User button, as shown on the previous page.
2. To associate the user with the license, enter the user's e-mail address and first and last names, and click Continue.

Choose whether to grant this user permission to download licensed products and activate software, and click Continue.

You can change permission settings at any time. (See below.)

In the Add User confirmation dialog, click done.

If the user does not already have a MathWorks Account with the name you entered, one will be created automatically, and the login information will be e-mailed to the user.

## Changing Permission Settings

In the columns labeled Allow Downloading and Allow Activating, the ✓ and ✗ icons indicate whether the user has been granted the permission to download or activate software. You can set the permissions independently of one another, and you can change permission immediately by clicking the icon in that column for a particular user.

First Name	Last Name	E-mail	Department	Allow Downloading	Allow Activation	Remove User
Curtis	Jackson	cjackson@sample.com	Mechanical Engineering	✗	✗	⊖
Mike	Johnson	mjohnson@sample.com	Mechanical Engineering	✓	✓	⊖
Tim	O'Shea	toshea@sample.com	Mechanical Engineering	✓	✗	⊖
Jack	Phillips	jphillips@sample.com	Mechanical Engineering	✓	✗	⊖
Beth	Reynolds	breynolds@sample.com	Mechanical Engineering	✓	✓	⊖

To remove a user, click the ⊖ icon next to the user's name.

- For Standalone Named User license options, all activations for this user are automatically deactivated in MathWorks systems.
- For Designated Computer, Concurrent, and Network Named User license options, you must manually remove activations to keep the license information accurate.