

pCon.login

Manual: Registration and setup for users of pCon.update

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Author	PV
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pCon.login (2020-04-03)

Manual: registration and setup for new users

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1 pCon.login for your Company

pCon.login is your user account for a growing number of pCon services and applications, enabling centralized management of all users that are part of your organization.

An individual pCon.login account will be assigned to every user. All user accounts of your company are summarized under an organization account. Most settings (e.g., manufacturer catalogs) are managed centrally for the entire organization.

With only little effort you can add further users. They just have to enter name, e-mail address and password. All other settings (like manufacturer catalogs) are centrally stored for the organization and can directly be used by new employees.

When an employee leaves your organization, the user account is deleted by an administrator. Further access to your information is thus prevented.

All the advantages:

- Access to many pCon services with just one login
- Centrally manage the accounts of all employees
- Request activation of manufacturer catalogs once to use them for your whole organization
- Manage access to manufacturer catalogs centrally
- Use activation for pCon.update manufacturer selection and pCon.update user contract for your entire company



2 Users and permissions

pCon.login differentiates between administrators and standard users. These are the permissions for both user types:

Administrator	Standard user							
 Invites additional colleagues Creates and manages user groups Manages members, assigns permissions and groups Requests manufacturer catalogs Maintains organization settings Appoints new administrators 	 Uses licenses Uses manufacturer catalogs Manages personal data 							
The member registering the organization on pCon.update automatically becomes administrator	Invited members of an organization are standard-users by default							

The following sections cover the registration process and setup for pCon.login and are therefore intended for administrators.

The following chapters will give you information on how to get access to pCon.login in case your company has not used pCon.update up until now. In this case, register as a new user.



3 Setup of pCon.login for users of pCon.update

Login to your pCon.update account is now via the pCon.login website. Your login details and settings remain unchanged. The pCon.update DataClient and DataPool will also work as usual.

Depending on which situation applies to your company, follow the instructions in sections 3.1 or 3.2 below for setting up pCon.login.

- Your company's employees use a common pCon.update user account in this case, please read section 3.1.
- 2. Your company's employees use individual user accounts for pCon.update. In this case, please read section 3.2.

3.1 Assigning individual user accounts on pCon.login

If your colleagues are currently using a common user account on pCon.update, proceed as follows:

The colleague who manages the common pCon.update user account is the first to register for pCon.login. By being the first to register for pCon.login, this colleague automatically becomes the administrator of your organization account. Visit https://login.pcon-solutions.com/. Click *Register*.

- 1. The future administrator will visit the website https://login.pcon-solutions.com/.
- 2. There he/she logs in with the username and password of pCon.update.
- 3. He/she then invites colleagues to join pCon.login. For more information, see section 4: Inviting users.
- 4. The colleagues accept the invitation.

After accepting the invitation, your colleagues will receive an individual account under the umbrella of the pCon.login organisation account. All employees have access to the same manufacturer libraries and can log in to all services supported by pCon.login with their e-mail address and pCon.login password.

3.2 Integration of individual accounts in your organization

If your colleagues use individual accounts for pCon.update, proceed as follows:

First you determine which pCon.update user account contains the manufacturer catalogs you want to continue using. Choose the account that provides access to the manufacturer catalogs that best fit your organization's needs. The colleague who manages the chosen account registers first for pCon.login (and automatically becomes the administrator of your organization account).

- 1. The future administrator will visit the website https://login.pcon-solutions.com.
- 2. There he/she logs in with the username and password of pCon.update.
- 3. He/she then invites colleagues to join pCon.login. For more information, see section 4: Inviting users.
- 4. The colleagues accept the invitation.



After accepting the invitation, your colleagues will receive an individual account under the umbrella of the pCon.login organisation account. All employees have access to the same manufacturer catalogs and can log in to all services supported by pCon.login with their e-mail address and pCon.login password.

Attention! After you have become a member of the pCon.login organization account you no longer have access to the manufacturer catalogs of your personal account. These will be replaced by the catalogs of the organization account. You will automatically have access to all manufacturer catalogs that have been approved for the organization.

Missing manufacturer catalogs are requested by an administrator of your organization. To request catalogs, log in to pCon.login and go to the "manufacturer catalogs" page. On this page you can request release for manufacturer catalogs.

If certain departments within your company need to use separate manufacturer catalogs, the administrator of the organization account can create channels for separate access to these catalogs. See section 6: Channels.



4 Invite Users

It might happen that a member who receives an invitation from you has already registered a separate and independent organization on pCon.login. By accepting your invitation, this member will join your organization. By that, the user automatically receives access to the applications and catalogs intended for him. Authorizations for manufacturer catalogs of his previous organization will not be kept.

- 1. Please log in on https://login.pcon-solutions.com/.
- 2. Click on Users in the menu on the left side.

User	Welcome to pCon
요 Account	A Your user account
Organization	pCon.login is your user account for a growing number of pCon services. Change user data »
🔝 Account	
Ati Users	8. More efficient collaboration
4 User groups	Invite your colleagues and work together under one organization account. ①
Manufacturer catalogs	Invite colleagues » To user management »
🖉 Licenses	
	III Your catalogs
Settings	Choose your OFML manufacturer catalogs for all pCon services on pCon.update. The catalog selections apply to all organization employees.
∞∎ Help	Select manufacturer catalogs »

3. This opens the user overview, which contains a table of all users in your organization. Click the +-symbol above the table.

User	Your organization's users				
은 Account	Image:				
Organization	Name	ţţ	Ţ	Department †↓	User groups

- The *Invite users* screen appears. Enter the data of the users you would like to invite. Either enter the organizational e-mail address of a single user (field a in the following picture) or click *List input* (field b in the following picture) to enter the mail addresses of several members at the same time. By placing a check mark in field c, you appoint the invitees directly to administrators.
- 2. Click Submit.
- 3. The invitees receive an e-mail with an invitation link via which they can join pCon.login.



User Invite use	ers		
Account Invite additiona	employees from your organization to pCon.login quick	ly and easil	у.
Organization 1. Enter e-r	nail addresses		
Account Single inpu	List input b		
User groups	*	а	Please invite members of your
Manufacturer catalogs	\odot		organization only, because the invited users will share the licenses, manufacturer catalogs, etc. with you.
Canguage*	English	¥	New users will receive their invitation by e-mail in the set language.
ti Help			
2. Assign g	oups (optional)		
Search grou)	Q	If you assign the new users to a user group in advance, they will
Administr	ators ① C Globale Administratoren		immediately have access to corresponding functions (e.g. shared projects) once the account has been activated.
			Cancel Submit

The invitees will automatically become members of your organization. All newly invited users are initially created as standard users, unless you check the box c in the following image.

4.1 Assign users to a user group

User groups sort members according to the content of their task (e.g. back office, sales, project groups, users of certain pCon.applications). Groups can be used to assign licenses or certain manufacturer libraries to a team/department.

An administrator of your organization account can, after logging in, create a new group. Click on user groups in the menu on the left. Click on the + symbol above the table to create a new group and give it a name and description.



5 Request Catalogs

The selection of manufacturer catalogs is either taken from the common pCon.update account (see section 3.1), or from the individual account you selected as the basis for your organization account (see section 3.2).

The administrator(s) of your organization account can request access to manufacturer libraries via pCon.login:

- 1. Log in to pCon.login.
- 2. Click on Manufacturer catalogs in the menu on the left.
- 3. A list of available manufacturers is displayed.
- 4. Select all the manufacturers whose catalogs you would like to request. Click on the Request button under each manufacturer whose catalog you want to request. Click OK in the next dialog box. Under each manufacturer, the current status is visible (Requests, Approved, Sent, In Progress, Rejected).
- 5. The manufacturer checks your request and sends you an e-mail as soon as they have reviewed your request.

llser	Your approved catalogs a	re available in all pCon ap	plications ».					
은 Account	Please send me an e-	mail when new manufactu	irers are available.					
	Order: Newest first 🗸	Availability: NL 🗸	Status 🗸 Sector 🗸	More ~			Search	Q
Organization								
🗄 Account	@office	UNILUX	FRITZ HANSEN	boss	ZEITRAUM	SILENT	BKI	Ofitres
≜€ Users	www.atoffice.de			design		ACOUSTICS THAT WORKS	- ~ -	by ALNIC
옾 User groups	@office	Unilux	Fritz Hansen	Boss Design	ZEITRAUM	SilentLab	B&T Design	Ofitres
Manufacturer catalogs								
III Applications	Request	Request	Request	Request	Request	Request	Request	Request
₩ Channels								
₽ Licenses								
	Chai mel eon	Zoom byMobimex	SED ITALY		k	van@sch	≤ boccho	HOWE
🖾 Contact	Chameleon by SmitVisual	Mobimex	Seditaly	INTO Concept	KLEINKOPF Objektmöbel	Van Esch	BOCCHO	HOWE
Help Legal notice there //notice com/an/crashing/manufic	arturar ratalons							
https://rogim.pcom/solutions.com/en/organization/manufi	acture_catalogs intert	Dequert	Deniject	Deniect	Denilact	Dennect	Denuert	Demiect

Once the manufacturers have confirmed your application, you can use these catalogs in our apps as well. Use your pCon.login credentials to log in to pCon.basket online, pCon.update, pCon.box and pCon.facts.



6 Channels

Within your pCon.login account it is possible to create channels. A channel is a specific combination of manufacturer catalogs and pCon desktop applications.

Within most organizations, employees use the same catalogs and applications. In this case, all members of the company account can be assigned to the same channel (predefined as standard) and there is no need to create additional channels.

It may happen that certain departments or teams need access to specific catalogs. If this applies, it makes sense to create additional channels within your company account. In this section you will read more about creating channels and how you can use them to control user access.

To each channel you assign only those users who work with the catalogs and applications available in this channel. In the steps below you can read more about when it can be useful to create channels and how you can handle this:

- Create an overview of the departments within your company that need access to specific manufacturer catalogs and pCon.applications. It is necessary to create a separate channel for each of these departments. When several departments or teams use the same catalogs and applications, you can group them in the same channel.
- 2. Check if each member of your organization account is assigned to 1 department. Each member can only be assigned to 1 channel!
- 3. Make 1 or more colleagues responsible for a channel (channel manager). This person(s) is/are responsible for the channel in question. Administrators can be responsible for multiple channels.

6.1 Create channels

Follow the steps below to create a channel:

- 1. Click on User groups in the menu on the left. Create a new user group for each channel and assign the members of the corresponding department (see also section 4.1). Create an additional group for the channel administrators.
- 2. Click on Channels in the menu on the left. And click on the + symbol on the Channels page to add a channel:



வ் Home	Channels								
User 욘 Account	Channels are there to assign distinct manufacturer catalogs and pCon applications to different departments of your organization. ①								
Organization	Channel ID	\	Channel	₹†	Description				
山 山 Account	C36711		Afdeling Design		Leden design team				
ଣ୍ଟ Users	C32271		Standard						
卷 User groups									
B Manufacturer catalogs	Items 1-2 of 2								
# Applications									
뿐 Channels									

- 3. Enter a name and description for the new channel. Note: The name and description will be sent to the respective manufacturer when requesting manufacturer libraries.
- 4. Add Administrators and Users of the channel by the corresponding groups on the Add Channel page.
- 5. Click Save to create the channel.

බ Home	Add Channe	1
User	Name and description applying. Manufacture	will also be sent to the manufacturers for whose catalogs you are rs use this information to assign the correct catalog version.
음 Account	Name*	Design Department
	Description	Members of Design team
Organization		
📠 Account		
At: Users		* Required field
율 User groups		
Manufacturer catalogs	Administrators	
III Applications	All users in the selecte	d groups can request or unsubscribe from catalogs and applications of
떂 Channels	this channel.	a Prodes can reduce of a regressing from campes and approximity of
Licenses	Administrators ①	Afdeling Design ①
	Afdeling inkoop (i	Afdeling verkoop (i)
🖾 Contact	All Users 🕕	Standard Users 🛈
≪∎ Help		
	Users of the Ch	annel
	All users in the selecte	d groups use the catalogs and applications of this channel.
	Administrators ①	Afdeling Design 🕕
	Afdeling inkoop (Afdeling verkoop (i)
	All Users (i)	Standard Users ①
		Cancel
Legal notice Terms of use Maintenance © EasternGraphics GmbH		



6.2 Request manufacturer catalogs for a channel

There are 2 options to request a manufacturer catalog for a channel.

1. Via the Channels page: Click on the Catalog button to open the Manufacturers page. On this page you can choose the libraries you want to use in the channel concerned.

බ Home	(Channels									
User	0	Channels are there to assign distinct manufacturer catalogs and pCon applications to different departments of your organization. \oplus									
요 Account		÷	Ť						Q	<u>+</u>	
Organization			Channel ID 🛛 🕆 💱	Channel ⊽ 1↓	Description 11	Administrators	User Groups	ı			
Account			C36711	Afdeling Design	Leden design team	Administrators ×	Afdeling Design ×		•••		
at: Users			C32271	Standard		Administrators ×	All Users ×		89		

2. Via the Manufacturers catalog page: Open the drop-down menu in the upper right corner, select the appropriate channel and request manufacturer catalogs for this (see also section 5.2).

බ Home User & Account	Manufacturer C Your approved catalogs are Please send me an e-ma	C Si A	nannel: Afdeling Design v andard (Own Channel) i'deling Design				
Organization	Order: Newest first V	Availability: NL V Stat	us v Sector v Ma	re v		2	earch Q
Af: Users	@office	UNILUX	FRITZ HANSEN	boss	ZEITRAUM		BKT
용 User groups	@office	Unilux	Fritz Hansen	Boss Design	ZEITRAUM	SilentLab	B&T Design
Manufacturer catalogs							
III Applications	Request	Request	Request	Request	Request	Request	Request



6.3 Assign applications to a channel

Channels can also be used to give certain teams/departments access to certain software applications.

Assigning applications to channels is only necessary for Desktop applications. When using mobile devices (smartphones, tablets, etc.) and web applications do not use additional settings or assignments.

There are 2 options to request a application for a channel.

1. Via the Channels page: Click the Applications button to open the Applications page. On this page you can choose the applications you want to use in the channel.

டி Home	Channels										
User	Channels are there to assign distinct manufacturer catalogs and pCon applications to different departments of your organization. ${ m II}$										
요 Account		Ð 🕆								Q	<u>+</u>
Organization		Channel ID	₹ ti	Channel 👻	Description	t.	Administrators	User Groups	ı		
Account		C36711		Afdeling Design	Leden design to	eam	Administrators ×	Afdeling Design ×		•	
att Users		C32271		Standard			Administrators ×	All Users ×		88 111	
4 User groups											

2. From the Applications page: Open the drop-down menu in the upper right corner, select the appropriate channel and select the desired applications.

බ Home	Applications Channel: Standard ~ Standard (Own Channel)	
User	Web Phone & Tablet Computer & Notebook	
요 Account	Plan, configure or create offers - pCon offers solutions for many tasks. Your contact person » will be banny to advise you and provide you with the needed applications.	
Organization	чи ос наруу со окизе уко она ропос уко чил и с песосо аррисания.	
胤 Account 4년 Users		
H User groups		
Manufacturer catalogs	pCon.planner pCon.basket pCon.configurator	
iii Applications		
♥ Channels ৶ Licenses	pCon.update will install your activated pCon applications and manufacturer catalogs on your computer. No pCon.update installed? >	

It is only possible to select applications from certain sales areas. If the Application page does not contain a selection function, please contact the contact person as mentioned on the Application page.



7 pCon.login and pCon.update

Most pCon.applications and services are managed from pCon.login. To work via desktop applications, you also need the pCon.update DataClient. pCon.update DataClient installs these pCon applications and the manufacturer libraries on your (Windows) workstation.

The pCon.update DataClient and other applications available for your company are now available via your organization account at pCon.login.

This can be downloaded and installed from the applications page at pCon.login. Then go to the Computer & Notebook tab. Click on No pCon.update installed?

බ Home	Applications					
User	Web	Phone & Tablet	Computer & Notebook			
Account						
	Plan, configure or cre will be happy to advis	eate offers - pCon off	ers solutions for many tasks. Your contact person » ou with the needed applications.			
Organization						
t Account	-	- 7/				
E Users			and the second s			
User groups	PCon	PCon				
Manufacturer catalogs	pCon.planner	pCon.basket	pCon.configurator			
I Applications		-				
¹ Channels	pCon.update will inst	all your activated pC	on applications and manufacturer catalogs on your			
⁹ Licenses	No pCon.update inst	alled? »				
3 Contact						
a Halo						

To download and install the pCon.update DataClient, click on the DataClient button.



When the DataClient module has finished downloading, a zip file is located in the specified directory. Please unzip the zip file. The extracted file contains a setup file. Click on the setup file to install pCon.update DataClient.



Do you have any questions about pCon.login?

You can find more information in the FAQs at https://login.pconsolutions.com/doc/faq/pcon_login_faq.nl.html

Legal remarks

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