

pCon.login

Manual: Registration and setup for users of pCon.update

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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
<ul style="list-style-type: none"> • Invites additional colleagues • Creates and manages user groups • Manages members, assigns permissions and groups • Requests manufacturer catalogs • Maintains organization settings • Appoints new administrators 	<ul style="list-style-type: none"> • Uses licenses • Uses manufacturer catalogs • Manages personal data
<p>The member registering the organization on pCon.update automatically becomes administrator</p>	<p>Invited members of an organization are standard-users by default</p>

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.

1. 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.

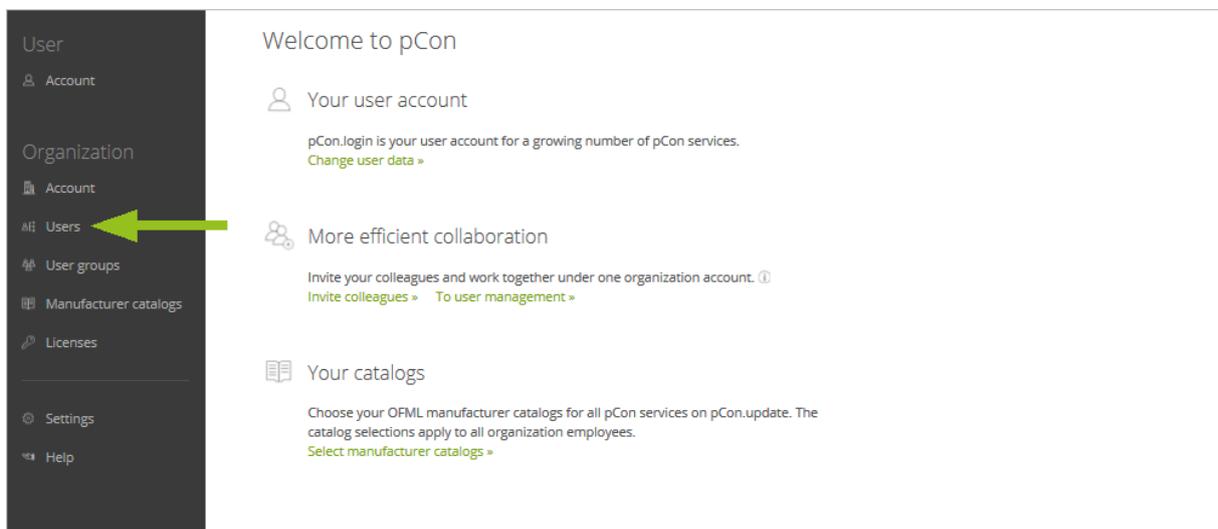
Missing manufacturer catalogs are requested by an administrator of your organization. To request catalogs, log in to pCon.login and go to the "manufacturer catalogs" page. On this page you can request release for manufacturer catalogs.

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.

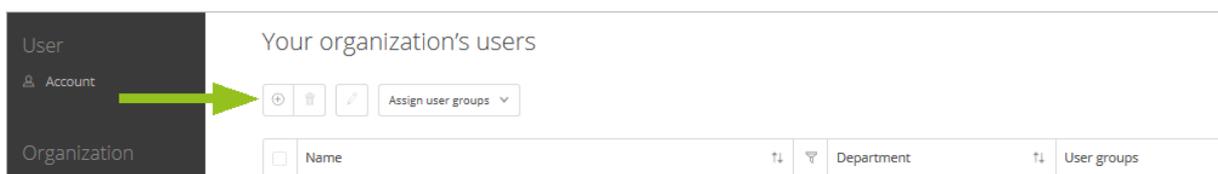
4 Invite Users

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.



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



1. 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.

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.

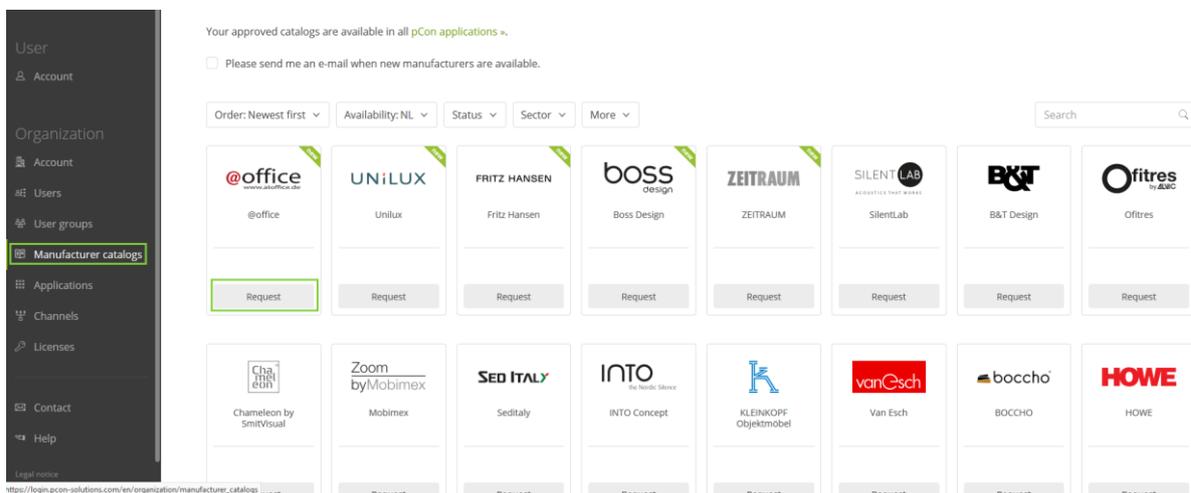
An administrator of your organization account can, after logging in, create a new group. Click on user groups in the menu on the left. Click on the + symbol above the table to create a new group and give it a name and description.

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.



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.

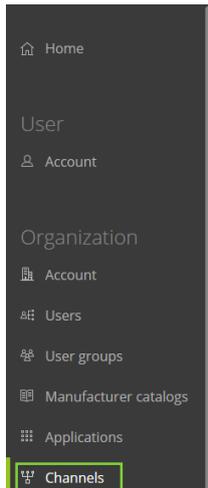
To each channel you assign only those users who work with the catalogs and applications available in this channel. In the steps below you can read more about when it can be useful to create channels and how you can handle this:

1. 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:



Channels

Channels are there to assign distinct manufacturer catalogs and pCon applications to different departments of your organization. ⓘ



<input type="checkbox"/>	Channel ID	Channel	Description
<input type="checkbox"/>	C36711	Afdeling Design	Leden design team
<input type="checkbox"/>	C32271	Standard	

Items 1-2 of 2

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.

Add Channel

Name and description will also be sent to the manufacturers for whose catalogs you are applying. Manufacturers use this information to assign the correct catalog version.

Name*

Description

* Required field

Administrators

All users in the selected groups can request or unsubscribe from catalogs and applications of this channel.

Administrators ⓘ Afdeling Design ⓘ

Afdeling inkoop ⓘ Afdeling verkoop ⓘ

All Users ⓘ Standard Users ⓘ

Users of the Channel

All users in the selected groups use the catalogs and applications of this channel.

Administrators ⓘ Afdeling Design ⓘ

Afdeling inkoop ⓘ Afdeling verkoop ⓘ

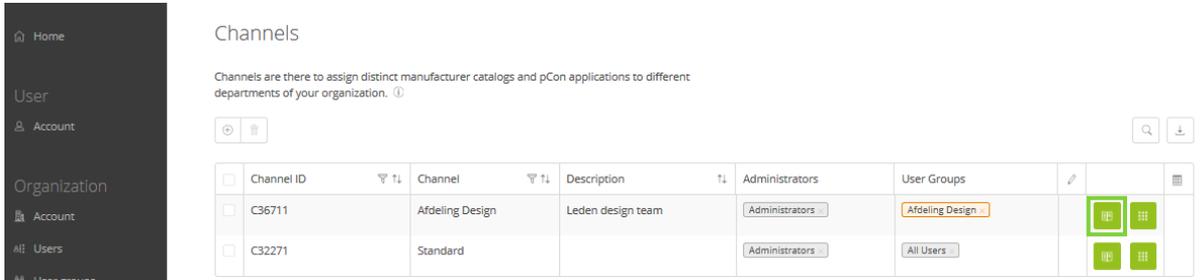
All Users ⓘ Standard Users ⓘ

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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.

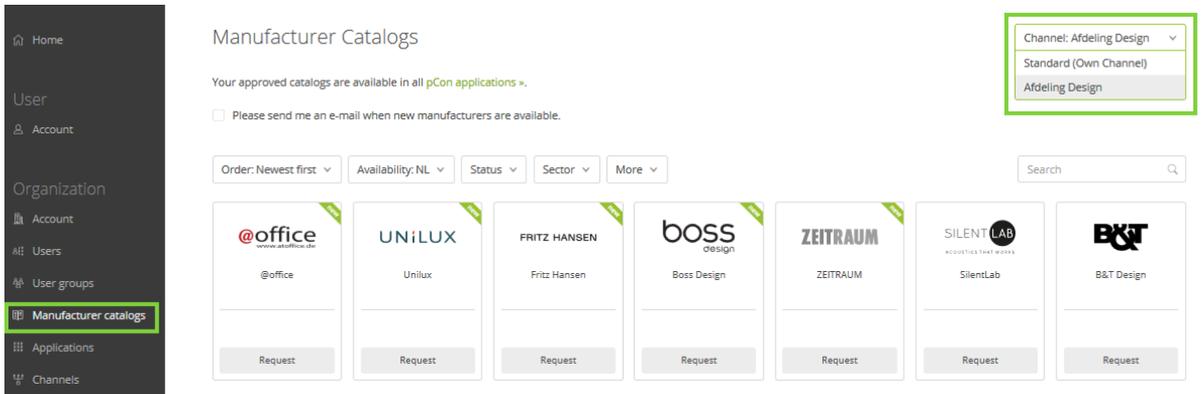


Channels

Channels are there to assign distinct manufacturer catalogs and pCon applications to different departments of your organization. ⓘ

Channel ID	Channel	Description	Administrators	User Groups
C36711	Afdeling Design	Leden design team	Administrators	Afdeling Design
C32271	Standard		Administrators	All Users

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).



Manufacturer Catalogs

Your approved catalogs are available in all pCon applications ».

Please send me an e-mail when new manufacturers are available.

Order: Newest first | Availability: NL | Status | Sector | More

Search

Manufacturer	Request
@office	Request
UNILUX	Request
FRITZ HANSEN	Request
boss design	Request
ZEITRAUM	Request
SILENT LAB	Request
B&T Design	Request

Channel: Afdeling Design
 Standard (Own Channel)
 Afdeling Design

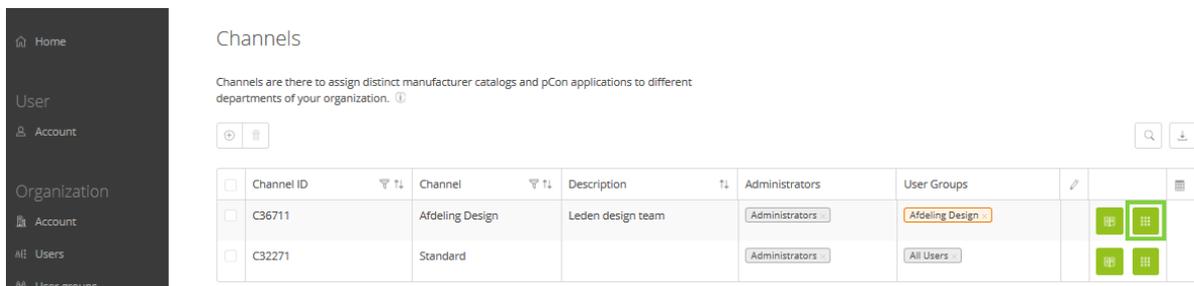
6.3 Assign applications to a channel

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.

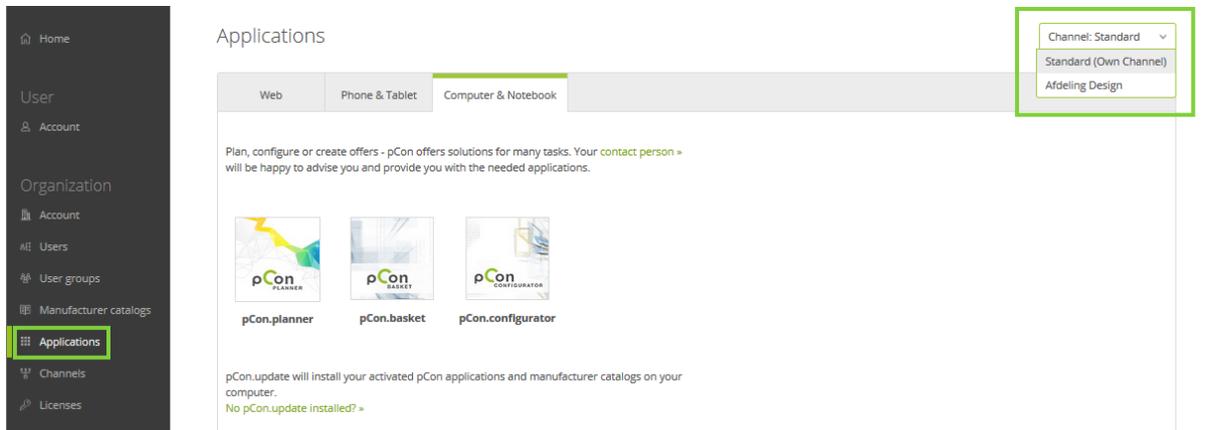
There are 2 options to request a application for a channel.

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.



Channel ID	Channel	Description	Administrators	User Groups
C36711	Afdeling Design	Leden design team	Administrators	Afdeling Design
C32271	Standard		Administrators	All Users

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



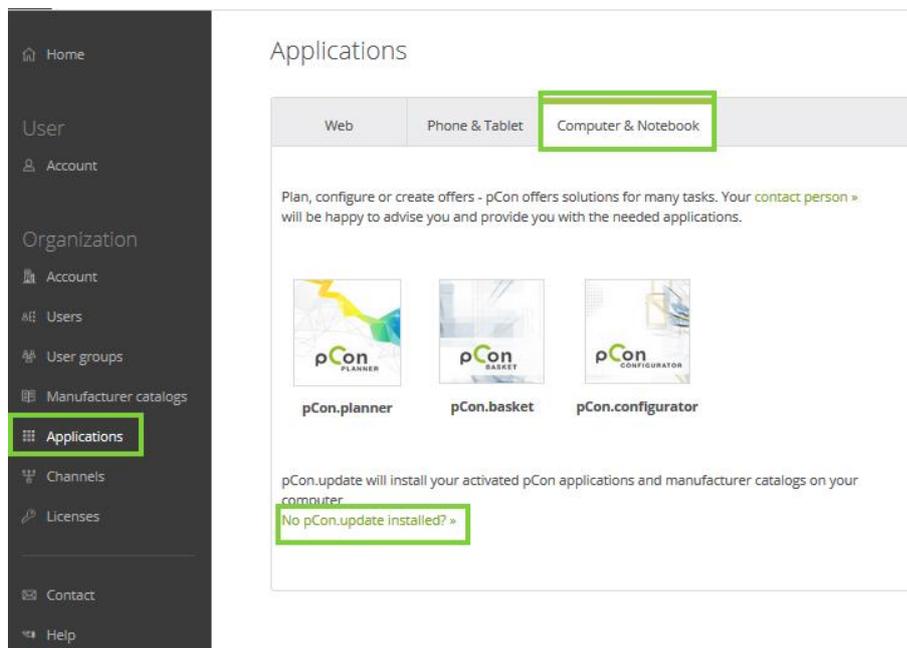
It is only possible to select applications from certain sales areas. If the Application page does not contain a selection function, please contact the contact person as mentioned on the Application page.

7 pCon.login and pCon.update

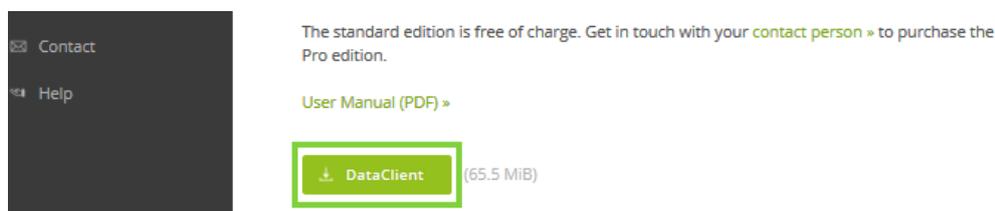
Most pCon.applications and services are managed from pCon.login. To work via desktop applications, you also need the pCon.update DataClient. pCon.update DataClient installs these pCon applications and the manufacturer libraries on your (Windows) workstation.

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?.



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.pcon-solutions.com/doc/faq/pcon_login_faq.nl.html

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