

# pCon.login

## Manual: Registration and setup for new users

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# pCon.login (2021-02-21)

## 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:

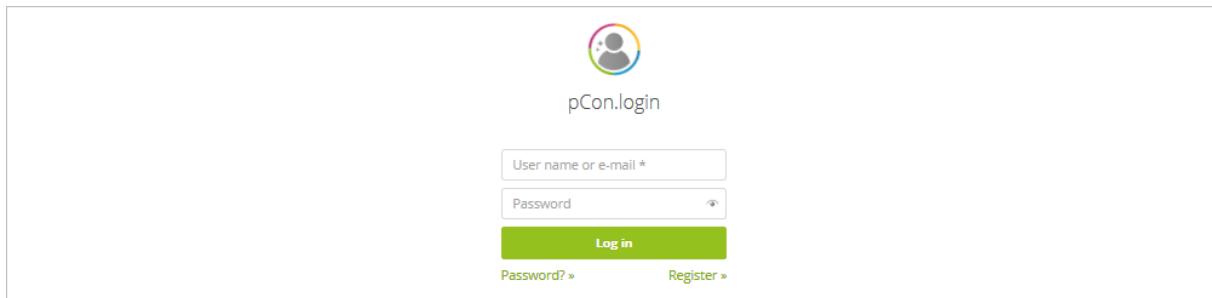
Administrator	Standard user
<ul style="list-style-type: none"> <li>• Invites additional colleagues</li> <li>• Creates and manages user groups</li> <li>• Manages members, assigns permissions and groups</li> <li>• Requests manufacturer catalogs</li> <li>• Maintains organization settings</li> <li>• Appoints new administrators</li> </ul>	<ul style="list-style-type: none"> <li>• Uses licenses</li> <li>• Uses manufacturer catalogs</li> <li>• Manages personal data</li> </ul>
<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.

### 3 Registration Process for the Administrator

We recommend that one of the future administrators of your organization becomes the first to register for pCon.login.

1. Visit <https://login.pcon-solutions.com/>. Click *Register*.



The screenshot shows the pCon.login login interface. At the top center is a circular logo with three colored dots (blue, green, red) and the text 'pCon.login' below it. Below the logo are two input fields: 'User name or e-mail \*' and 'Password'. Below these fields is a green 'Log in' button. At the bottom of the form, there are two links: 'Password?' and 'Register »'.

2. Please enter your personal data into the registration window on the next page. **Please make sure that you use your organizational e-mail address.** We recommend using a neutral email address to access the pCon.update account (e.g. [info@example.com](mailto:info@example.com)). Should the responsible person leave the company, the account will remain accessible thereafter.
3. enter the complete name and address of your organization.
4. Add all your information to the registration window and click *Register*.
5. In the last step, confirm your e-mail address. You will receive an e-mail containing a link. To activate pCon.login, follow the link within this e-mail.

Only one (1) organizational account can be created per organization. Other applications on behalf of your organization will be rejected. The person who first registered your organization will automatically become the administrator of your organization account. In the next step, administrators will invite colleagues to become a member of your pCon.login organization account. Invited members simply register and automatically become a member of the organization.

[Log in](#)

[Help](#)

## Registration for pCon

Register quickly and easily for pCon.login – your free user account for a growing number of pCon services. Are your colleagues already using pCon.login? If so, have them invite you to join!

E-mail address*	<input type="text"/>
Password*	<input type="password"/>
Re-enter password*	<input type="password"/>
Title*	<input type="text" value="Mr."/> ▼
First name*	<input type="text"/>
Last name*	<input type="text"/>
Telephone	<input type="text" value=""/> ▼
I am	<input type="text" value="(Not set)"/> ▼
Organization name	<input type="text"/>
Street/ House No.	<input type="text"/>
Zipcode	<input type="text"/>
City	<input type="text"/>
Country	<input type="text" value="Germany"/> ▼

I agree with the [terms of use and privacy policy](#) ».\*

\* Required field

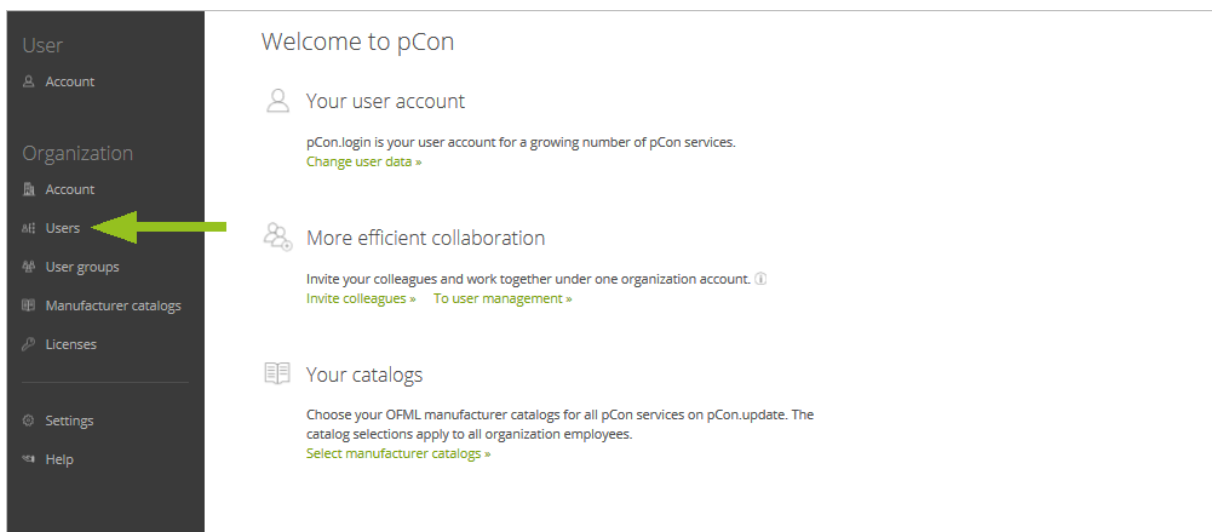
Cancel

Register

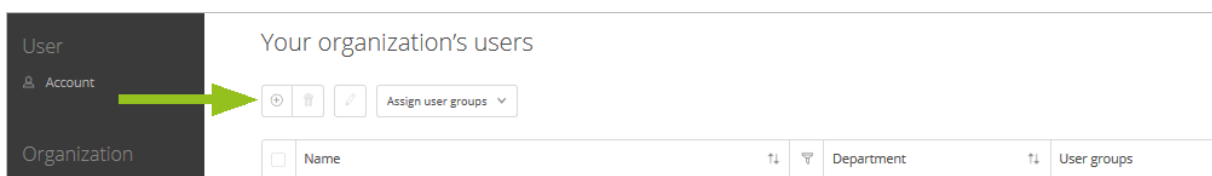
## 4 Invite Users

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 Merging accounts

In case a user already has created his own pCon.login user account, you will see the following message. By clicking on *Invite anyway*, you can send an invitation. This account will then be taken over by your organization account.



Once the invitation is accepted, the invitee will receive the message below. Next the recipient has to select "Transfer Account" and click "Submit". The existing user account will then be transferred to the organization account. Libraries that were requested under the personal account are cancelled. This is indicated in the message that is displayed after clicking on "Submit". Click on "Proceed", the accounts are now merged.

Log in

Help

### Invitation to pCon.login

Your colleague Jane Doe has invited you to join the organization Example Corporation on pCon.login.

A pCon.login user account already exists for the e-mail address **john.smith@example.com**.

How would you like to proceed?

- Transfer account**  
The existing user account will be transferred to the organization Example Corporation.  

Only the user information for john.smith@example.com will be transferred. Organization information (e.g. manufacturer catalogs) cannot be transferred.
- Create new account**  
A new account will be created for the organization . The existing account will be **deleted**.
- Do not accept invitation**  
The account will remain unchanged.

Submit

**Attention**

After adding your user account john.smith@example.com to the organization Example Corporation, you will get access to the organization's manufacturer catalogs. Your **original catalog approvals will not be kept**.

**pCon**  
UPDATE

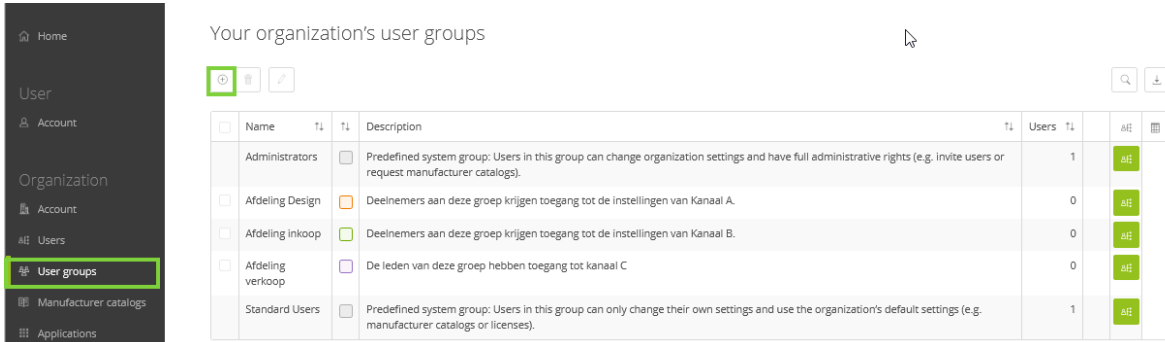
If you have subscribed to **catalogs on pCon.update**, these will also be replaced by the catalogs of Example Corporation.

Cancel Proceed

## 4.2 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.



Your organization's user groups

<input type="checkbox"/>	Name	Description	Users	
<input type="checkbox"/>	Administrators	Predefined system group: Users in this group can change organization settings and have full administrative rights (e.g. invite users or request manufacturer catalogs).	1	
<input type="checkbox"/>	Afdeling Design	Deelnemers aan deze groep krijgen toegang tot de instellingen van Kanaal A.	0	
<input type="checkbox"/>	Afdeling Inkoop	Deelnemers aan deze groep krijgen toegang tot de instellingen van Kanaal B.	0	
<input type="checkbox"/>	Afdeling verkoop	De leden van deze groep hebben toegang tot kanaal C	0	
<input type="checkbox"/>	Standard Users	Predefined system group: Users in this group can only change their own settings and use the organization's default settings (e.g. manufacturer catalogs or licenses).	1	

## 5 Request Catalogs

You can manage manufacturer libraries directly via pCon.login. All administrators of your organization account can request access to manufacturer libraries.

The requested libraries can be used for all pCon services supported by pCon.login.

In order to apply for catalogs, an administrator of your organization account must register your organization once for the pCon Community.

### 5.1 Registration for the pCon.Community

To make sure that your organization fits the profile of the pCon.Community, we check every request. Your application will be approved if you are working in one of the industries listed below:

- ○ Architecture
- ○ Interior design
- ○ Facility and office furniture
- ○ Room furnishing and design
- ○ Dealer in the furniture sector
- ○ Stand design and industrial design
- ○ Warehouse and factory furniture
- ○ Medical technology
- ○ Facility management

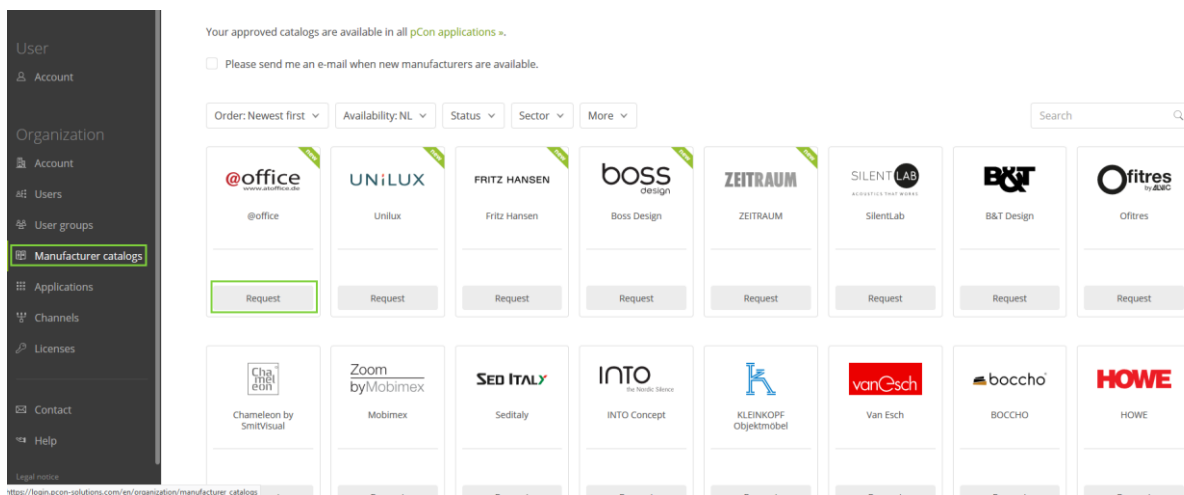
Follow these steps to register your organization for pCon.Community:

1. Click on Manufacturer catalogs. You are now on the Manufacturer catalogs page.
2. Click on the button Activation page
3. On the next page you will find your company details. Check these details and complete where necessary. Click on *Request for activation*
4. Wait for the activation e-mail. You will usually receive it within one working day.

## 5.2 Request catalogs

After your account has been activated for the pCon.community you can request access to manufacturer catalogs by following these steps:

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. To use your manufacturer's catalogs in pCon.planner or in pCon.basket, you need to install the manufacturer's catalogs on your PC. For this you need the pCon.update DataClient.

## 6 Channels

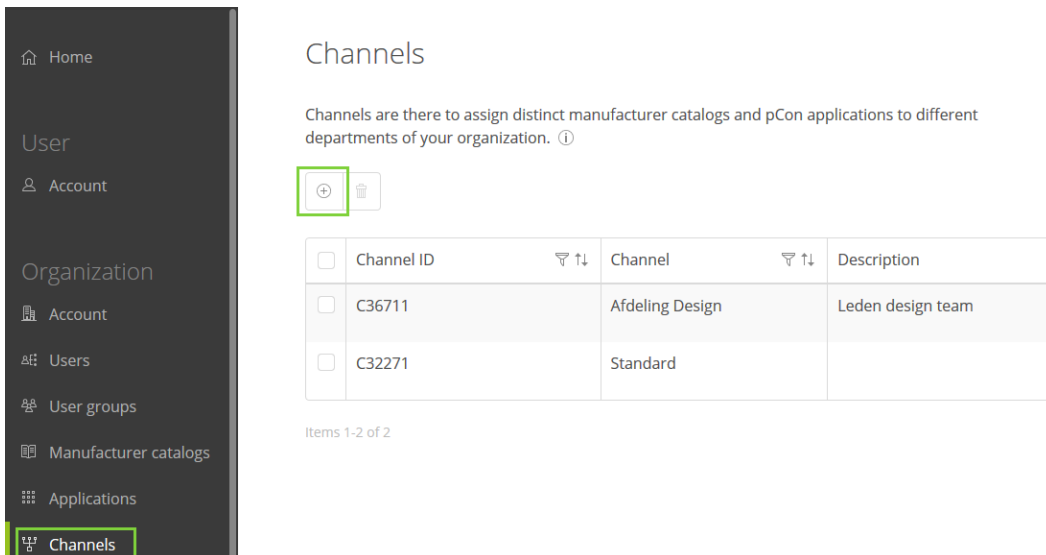
Within your pCon.login account it is possible to create channels. A channel is a specific combination of manufacturer catalogs and pCon desktop applications.

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!**



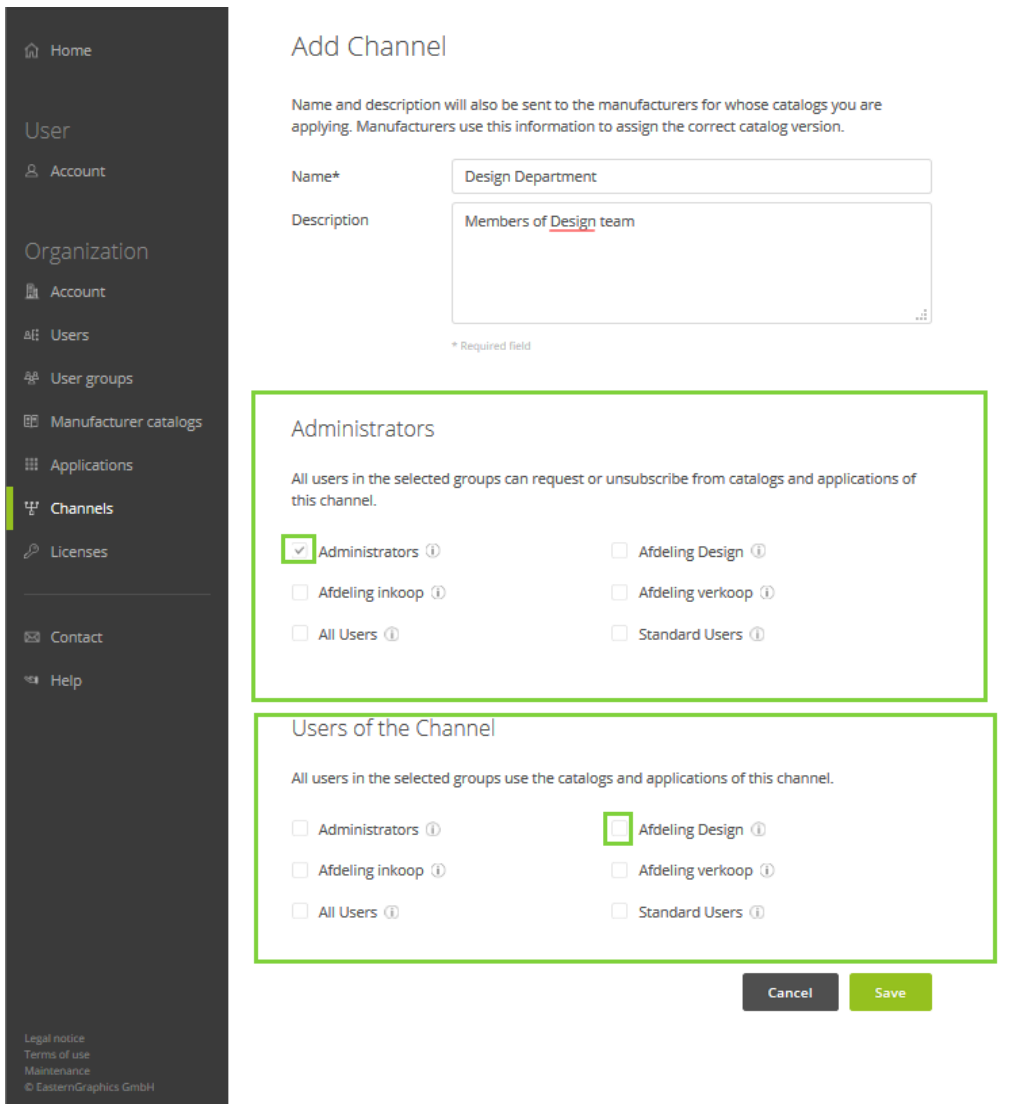
<input type="checkbox"/>	Channel ID	Channel	Description
<input type="checkbox"/>	C36711	Afdeling Design	Leden design team
<input type="checkbox"/>	C32271	Standard	

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:
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 ⓘ

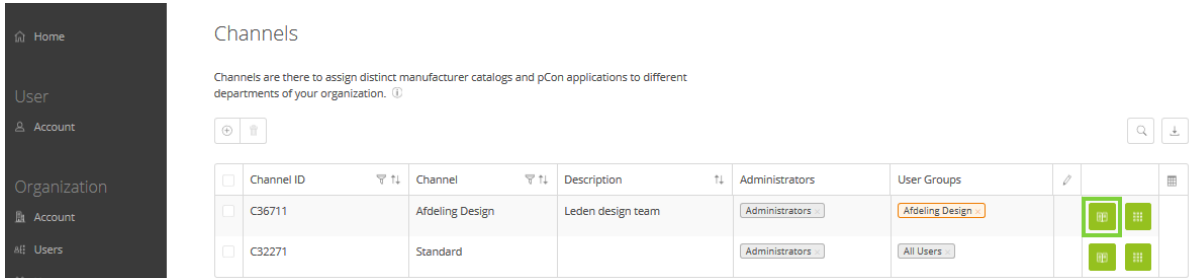
All Users ⓘ  Standard Users ⓘ

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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.

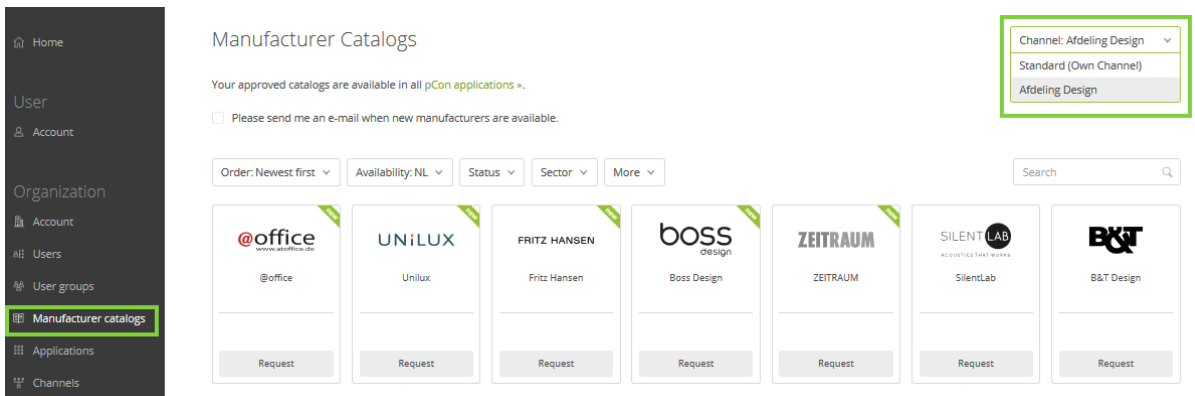


**Channels**

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	Request

Channel: Afdeling Design  
 Standard (Own Channel)  
 Afdeling Design

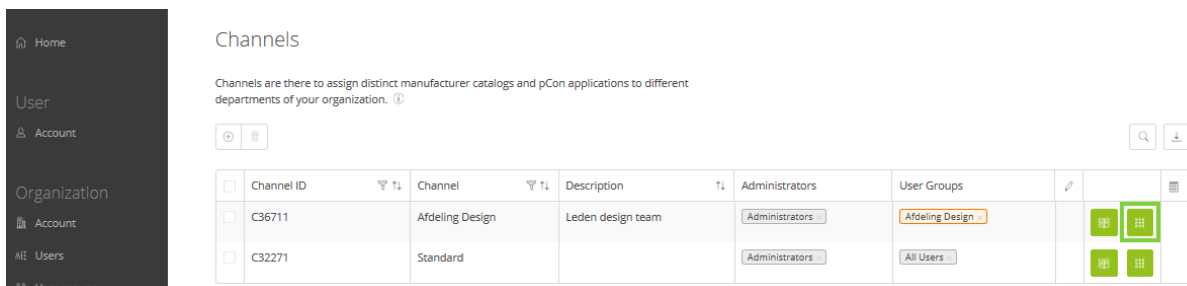
### 6.3 Assign applications to a channel

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.

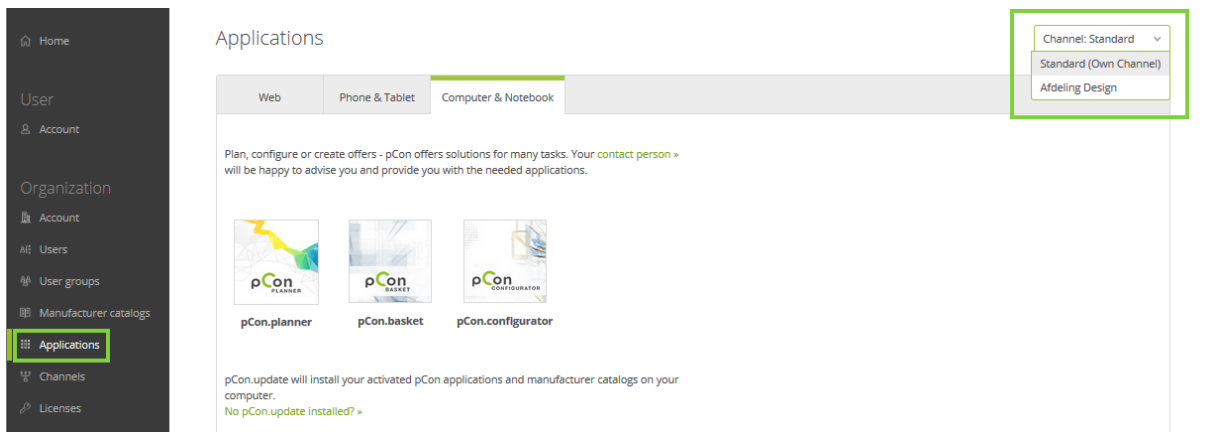
There are 2 options to request a application for a channel.

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.



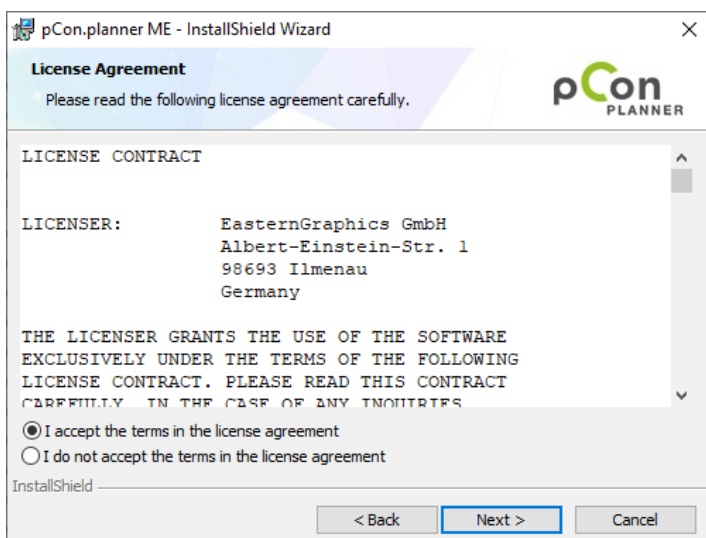
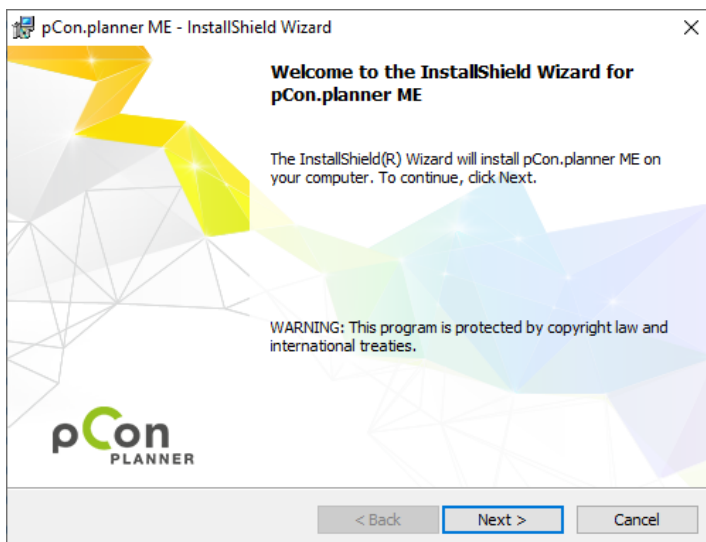
## 7 Downloading and installing pCon.planner ME

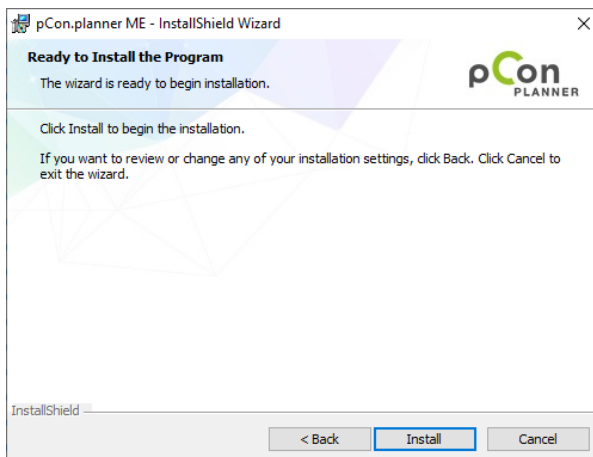
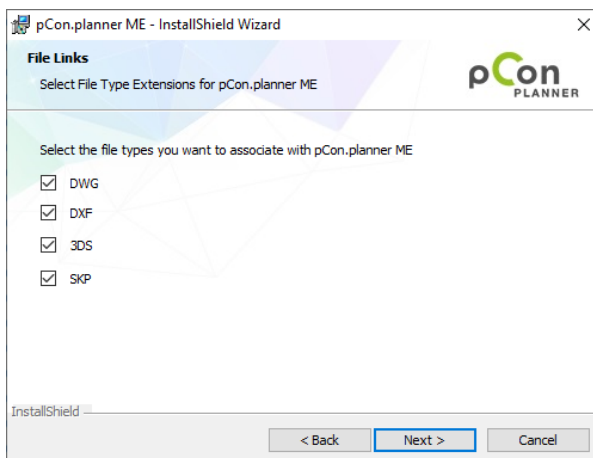
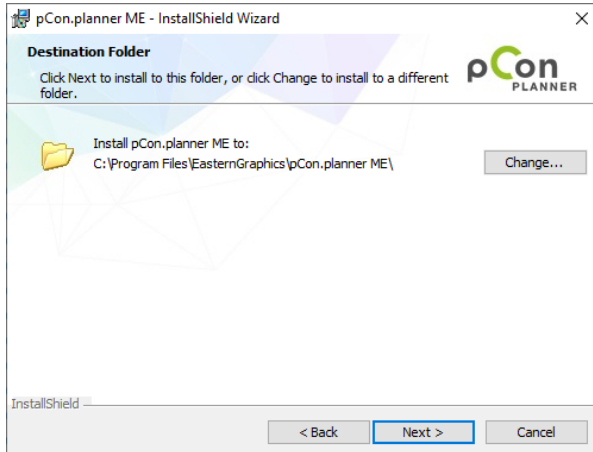
The download of pCon.planner ME you can also find on our servicedesk:  
<https://support.easterngraphics.nl/en-gb/article/52-pcon-planner-me-setup>

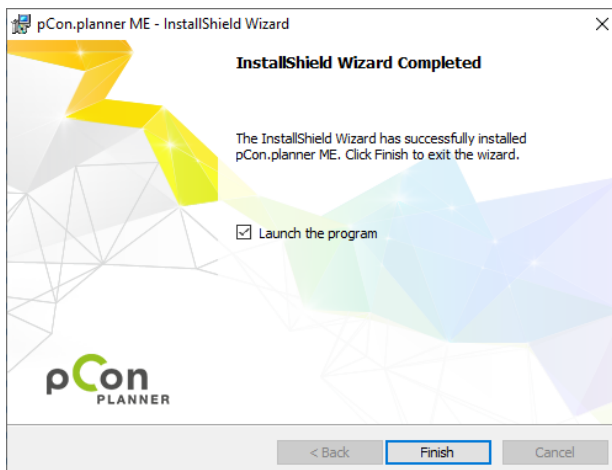
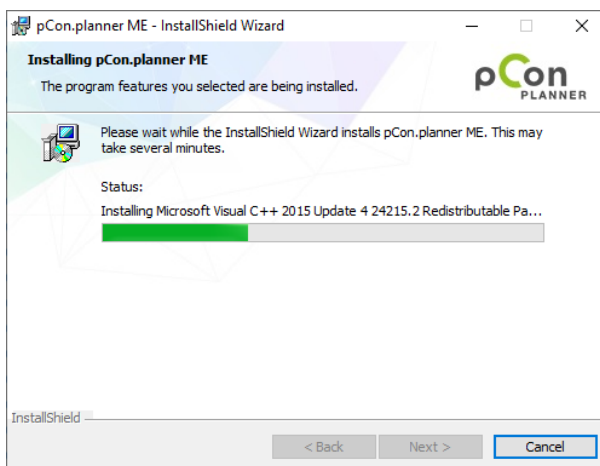
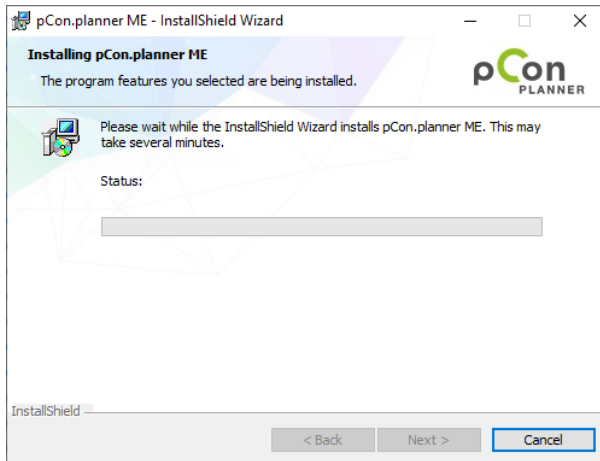
If you copy and paste the link below into the search bar of your browser you can download the setup of pCon.planner ME: <http://www.easterngraphics.com/su?ref=85ce6d6e84ee3a8bb1ac8623a73830c0>.

After downloading the \*.zip folder, open the folder and save the setup file.

You now open the setup of pCon.planner ME and see the start screen of the InstallShield Wizard. The installShield Wizard will guide you through the setup program



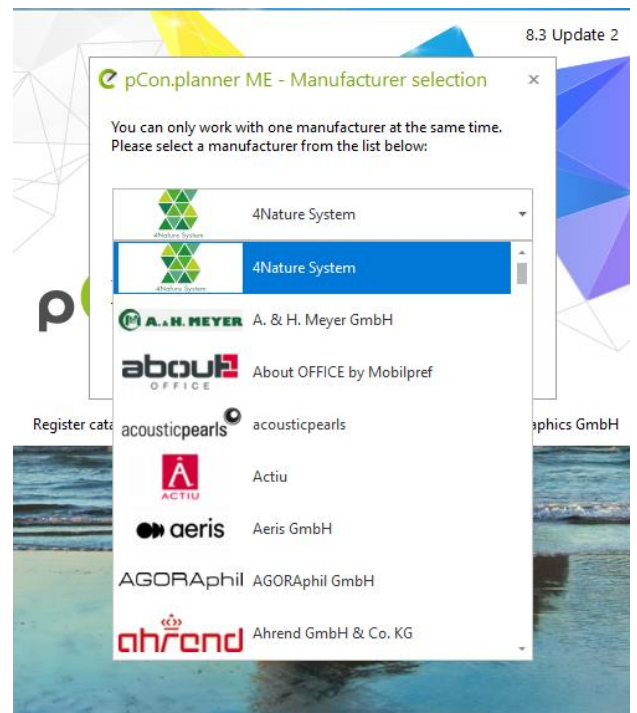
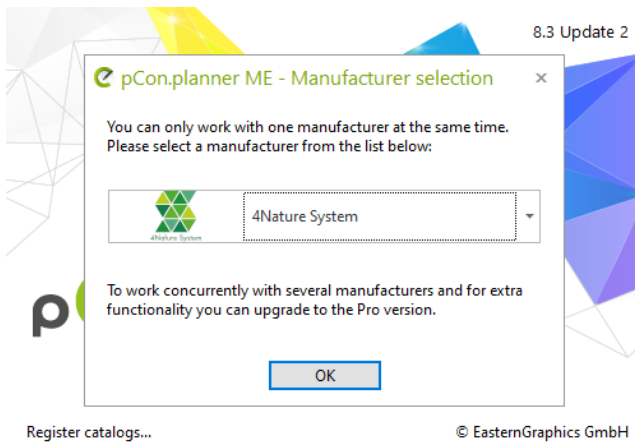




You will now see the following icon on your desktop. Clicking this will start pCon.planner ME.



When you start pCon.planner you can choose which manufacturer you want to work with.



**ATTENTION** To be able to select a manufacturer during the startup process of pCon.planner ME, you must first install data via the DataClient. The following chapters explain this in more detail.

## 8 Downloading of pCon.update DataClient

The download of the pCon.update DataClient you can also find on our servicedesk:  
<https://support.easterngraphics.nl/en-gb/article/88-pcon-update-manual>

In order to use pCon.update and install the previously requested product catalogs, you must first download the software module pCon.update DataClient. This can be downloaded and installed via the applications page on 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.

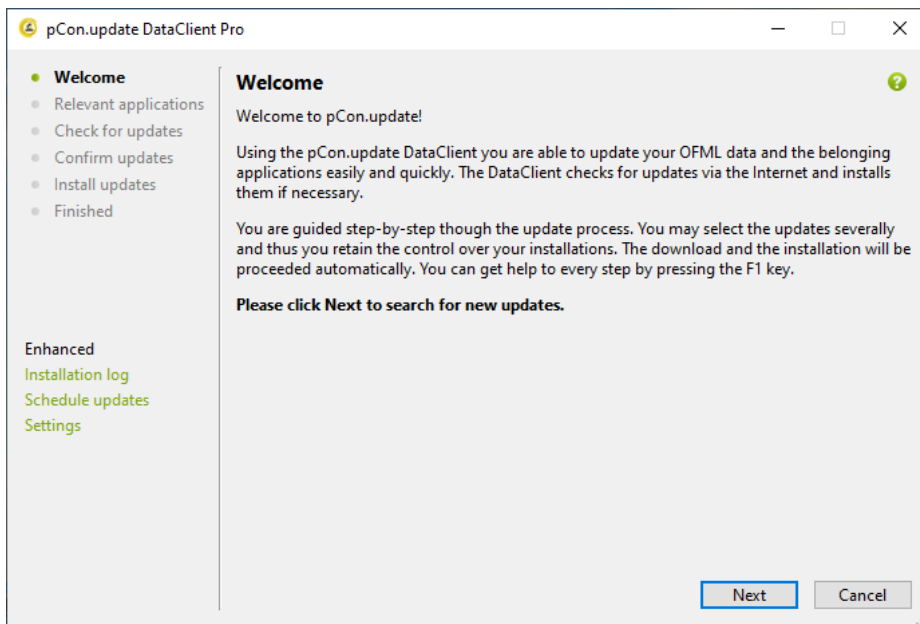
When the DataClient module has finished downloading, a zip file is located in the specified directory. Please unzip the zip file. The extracted file contains a setup file. Click on the setup file to install pCon.update DataClient.

## 9 Installing of pCon.update Dataclient

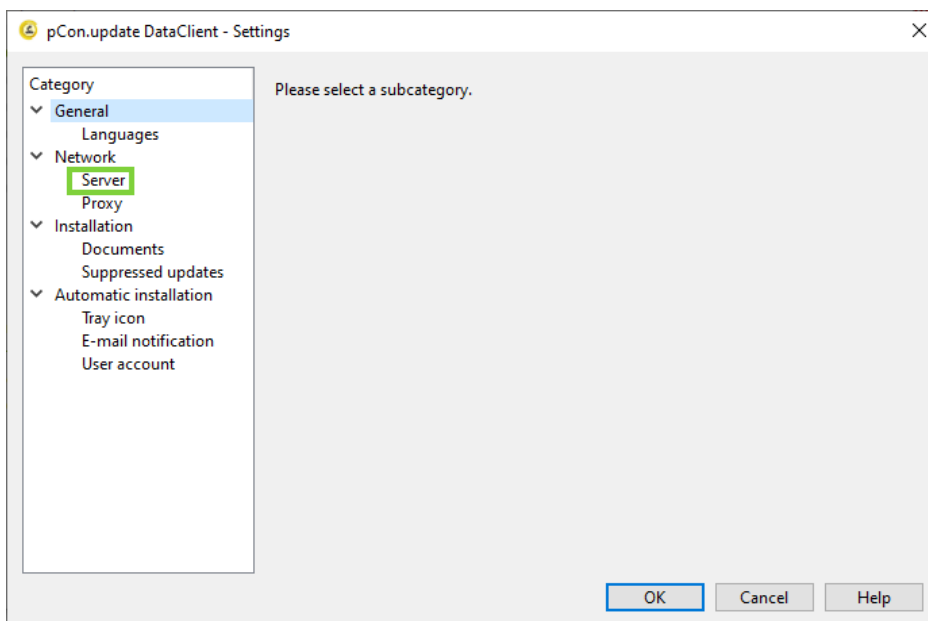
After downloading and installing, there is a desktop shortcut for pCon.update.DataClient. Double-click this shortcut to start pCon.update.



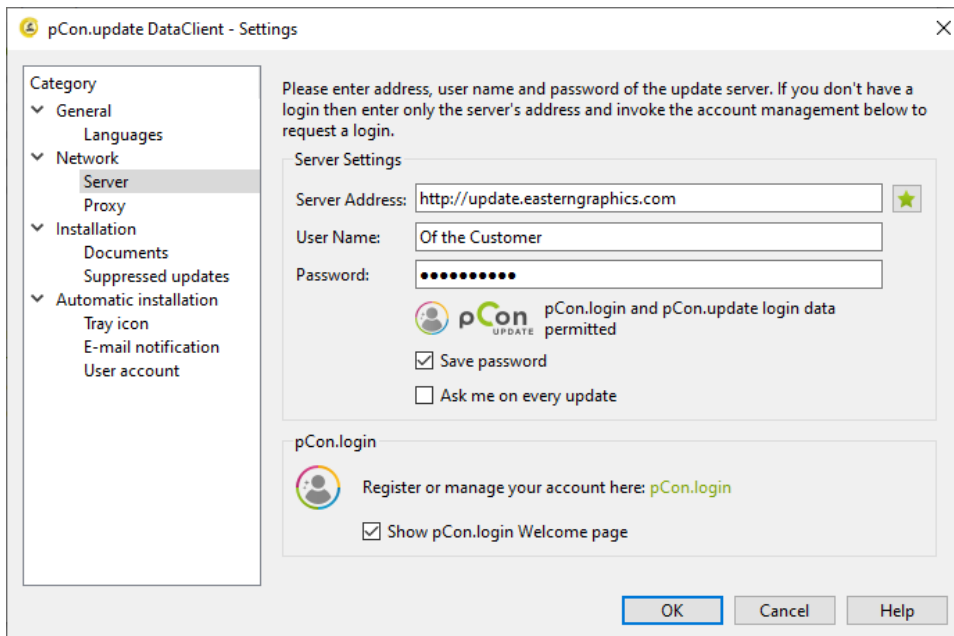
Select "Settings" and click on "Next"



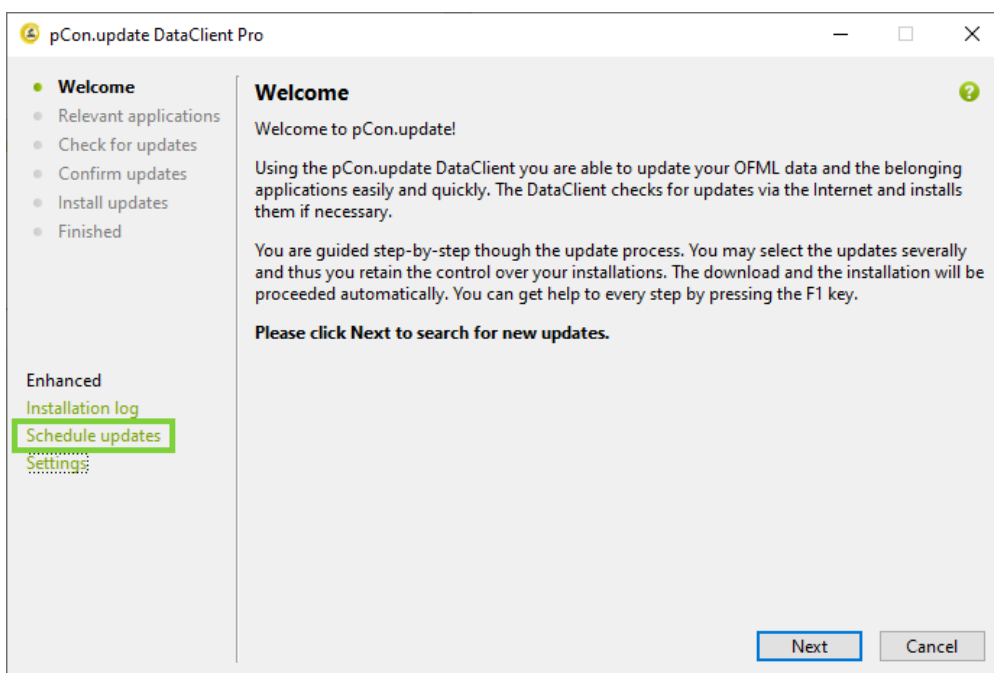
Select the "Server" subcategory under Network and click "OK".



Enter your user name and password. The server address must be as shown in the example below. Check "Save password". Confirm the data by clicking "OK".



Select "Schedule updates" and click "Next".



Under "Schedule updates" you can choose whether you want the updates to be performed manually (figure A) or automatically (figure B). When you have selected your choice click on "Accept".

Image A

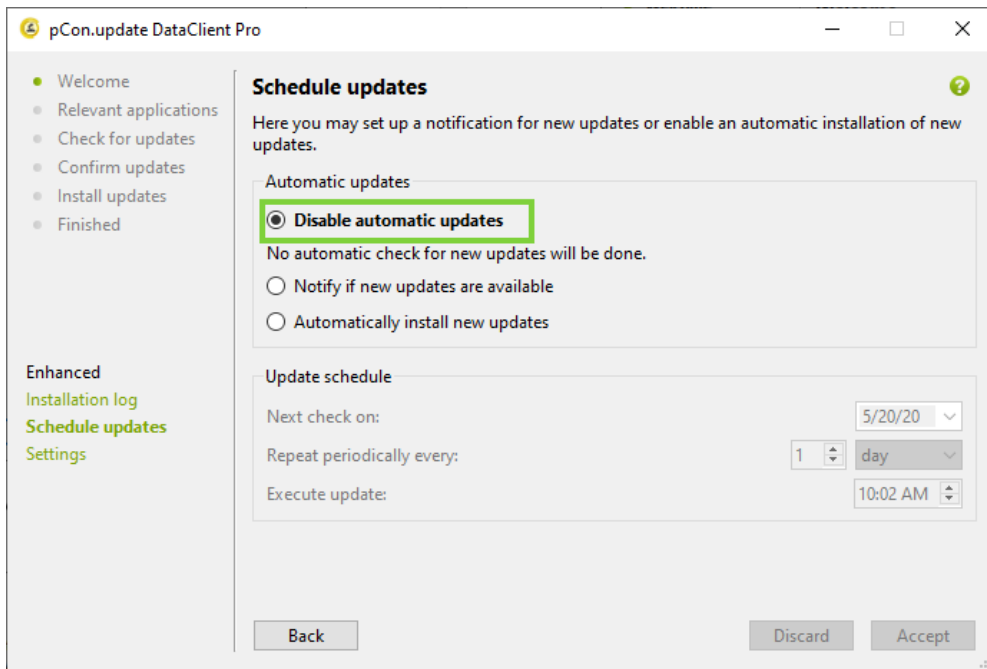
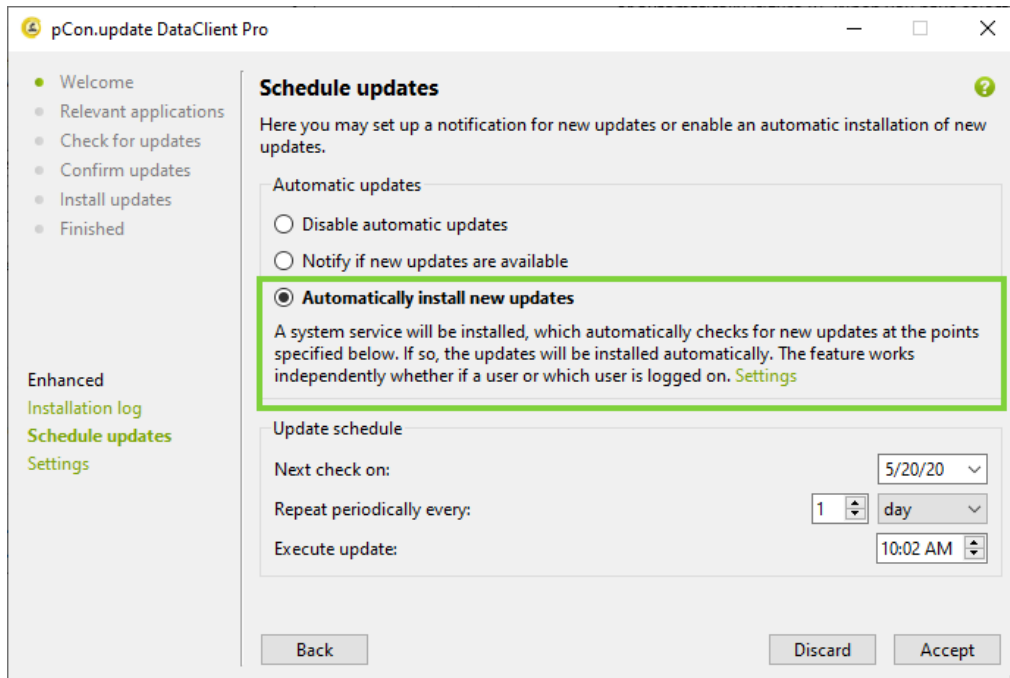


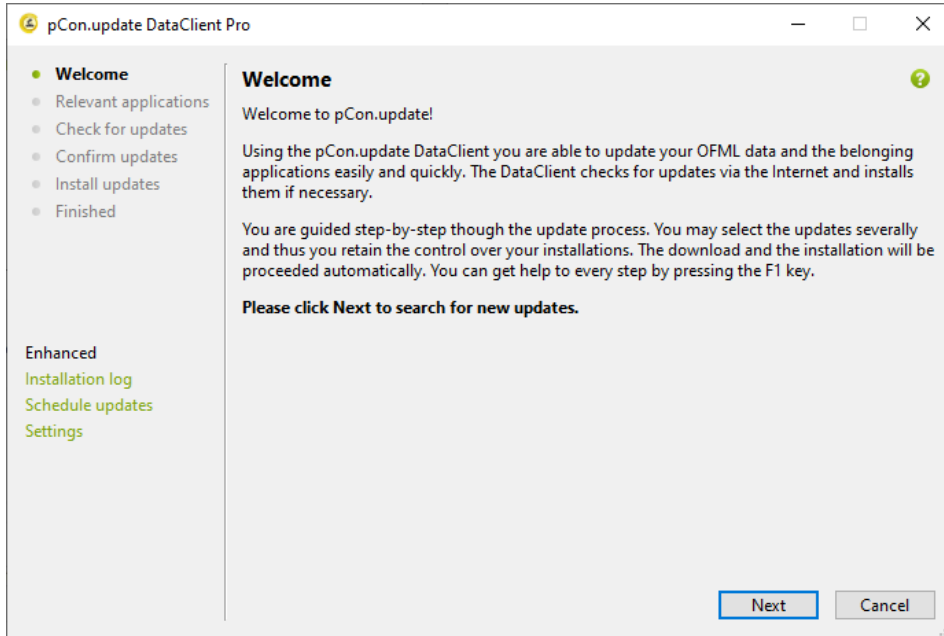
Image B





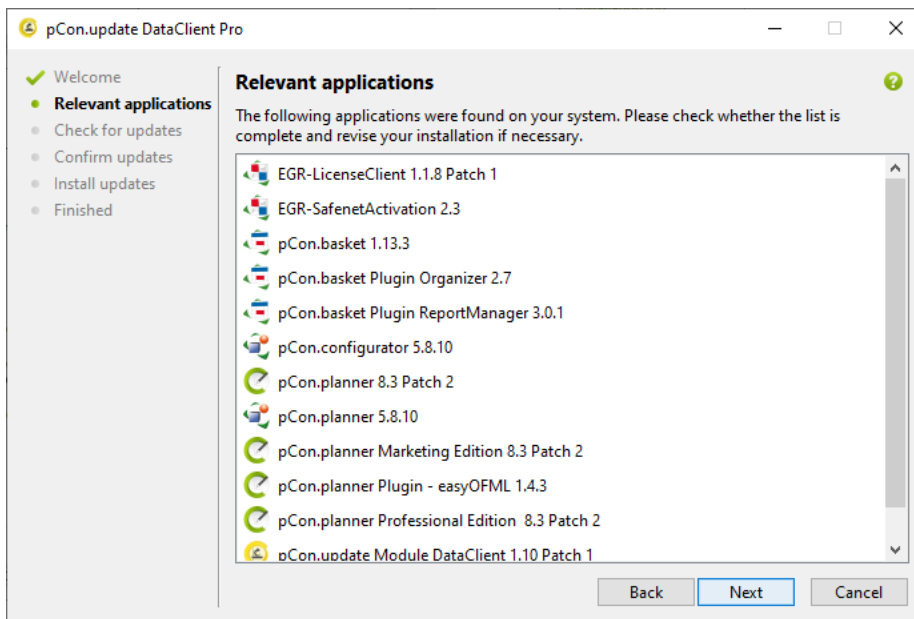
## 10 pCon.Update

Click on "Next" to start the update process.

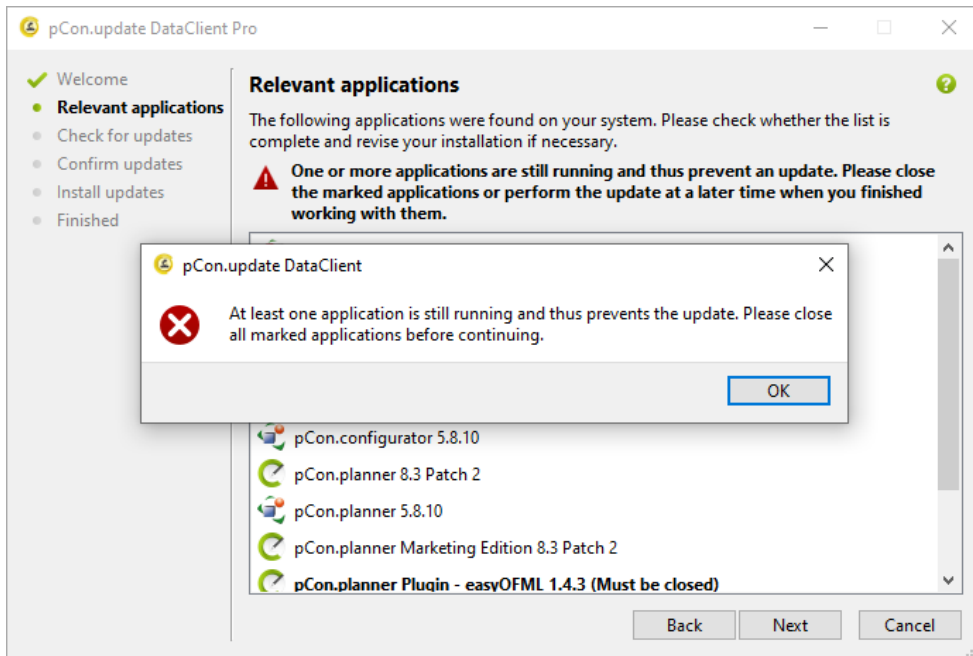


If the system does not yet have OFML, you will be asked in which directory you want to store it. Please keep the following directory (this directory is already entered for you): C:\EasternGraphics

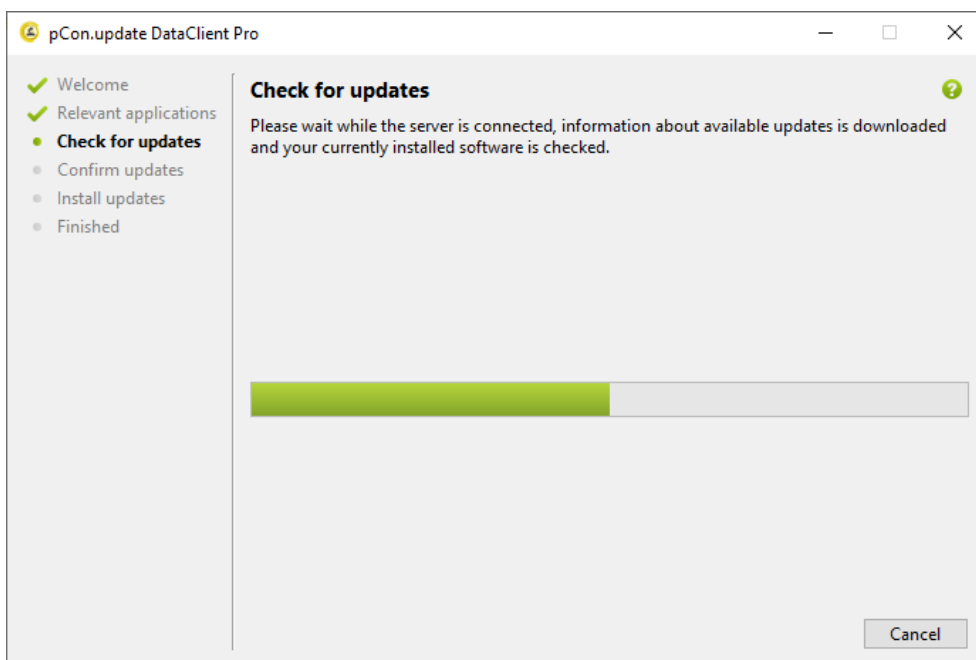
A list of Relevant Applications is displayed.



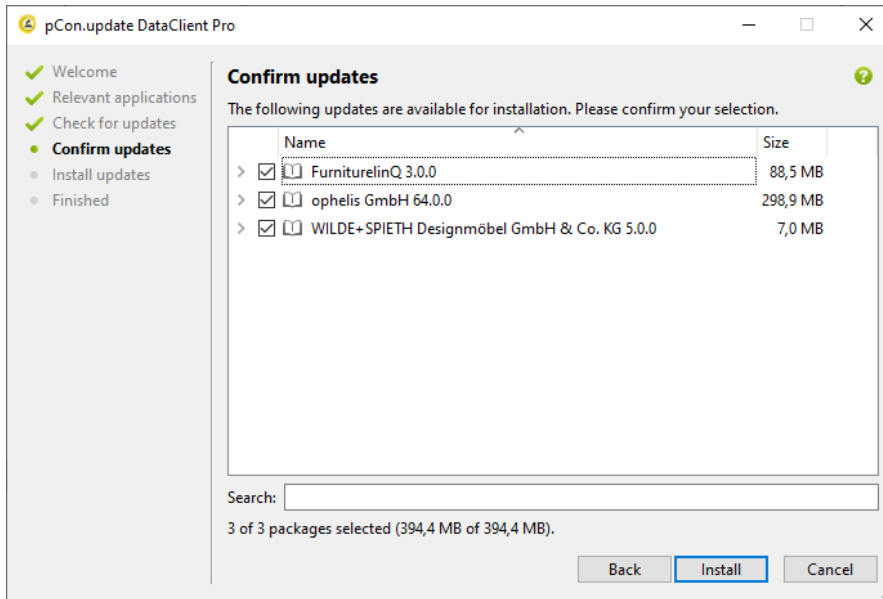
It is possible that some applications are still open, you will get the message below. If this is the case, please close the applications first. Then go back to the window "Relevant applications" (click "Back" and then "Next", you will see the window as above). Then click "Next".



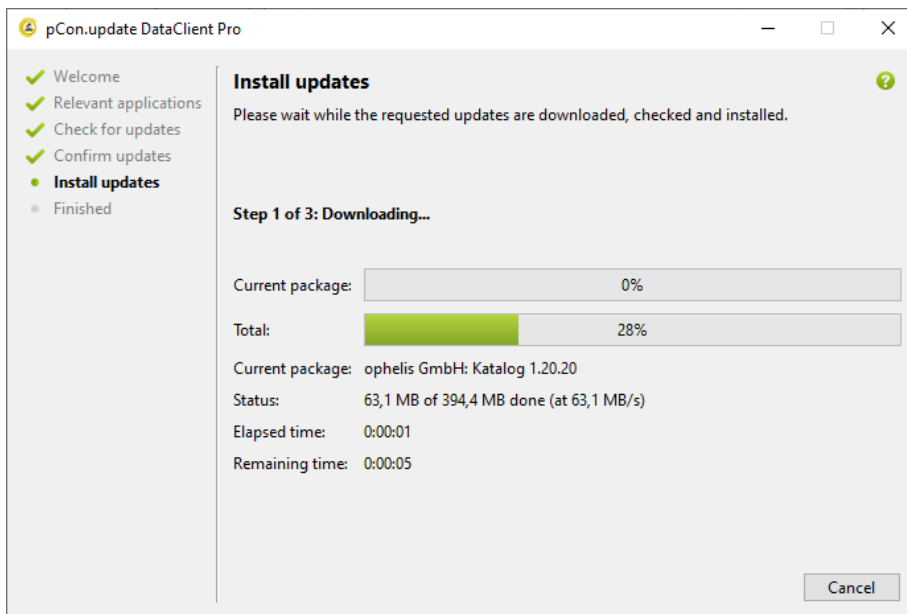
Now the database on your system will be compared with EasternGraphics server. After the check is completed, the system indicates which catalogs and software are available.

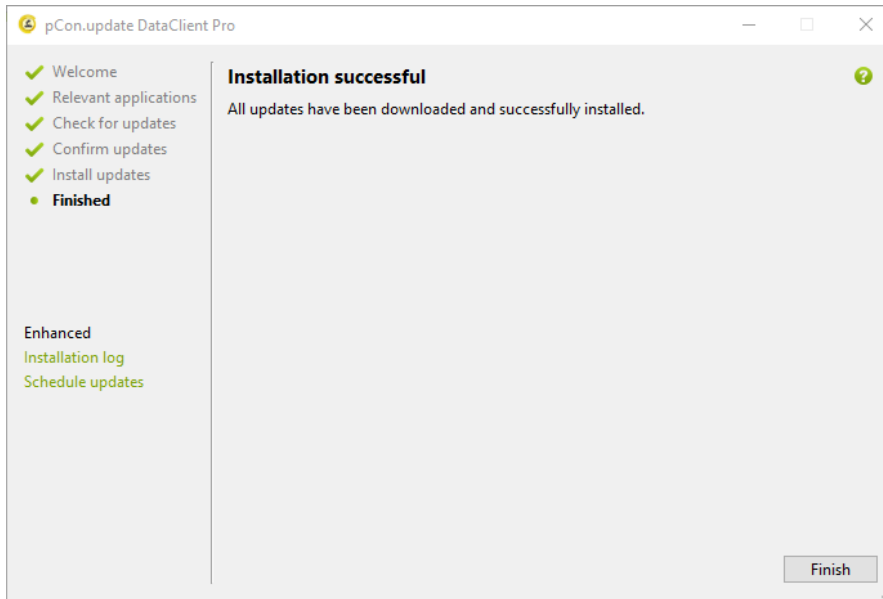


Check your choice(s) and click on "Install".



After clicking on "Install", the catalogs will be downloaded (Step 1 of 3). They are checked (Step 2 of 3) and then installed (Step 3 of 3).





When the installation is complete, click "Finish".

Pcon.planner is ready to use.

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](https://login.pcon-solutions.com/doc/faq/pcon_login_faq.nl.html)

## Legal remarks

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