

# pCon.login

## Manual: Registration and setup for new pCon users

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# pCon.login (2018-03-21)

## Manual: registration and setup for new pCon 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:

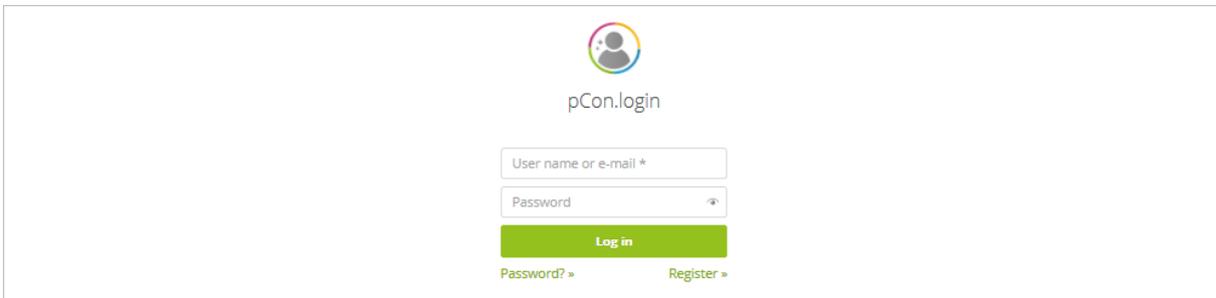
Administrator	Standard user
<ul style="list-style-type: none"> <li>• Invites additional colleagues</li> <li>• Creates and manages user groups</li> <li>• Manages members, assigns permissions and groups</li> <li>• Requests manufacturer catalogs</li> <li>• Maintains organization settings</li> <li>• Appoints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

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 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 a person icon. Below the logo is the text "pCon.login". There are two input fields: "User name or e-mail \*" and "Password". Below the password field is a green "Log in" button. At the bottom, there are two links: "Password? »" and "Register »".

2. Please enter your personal data into the registration mask on the following page. **Please make sure that you use your organizational e-mail address.** Please enter the complete name and address of your 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\*

Password\*

Re-enter password\*

Title\*

First name\*

Last name\*

Telephone

I am

Organization name

Street/ House No.

Zipcode

City

Country

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

\* Required field

3. Add all your information to the registration mask and click *Register*.
4. 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.

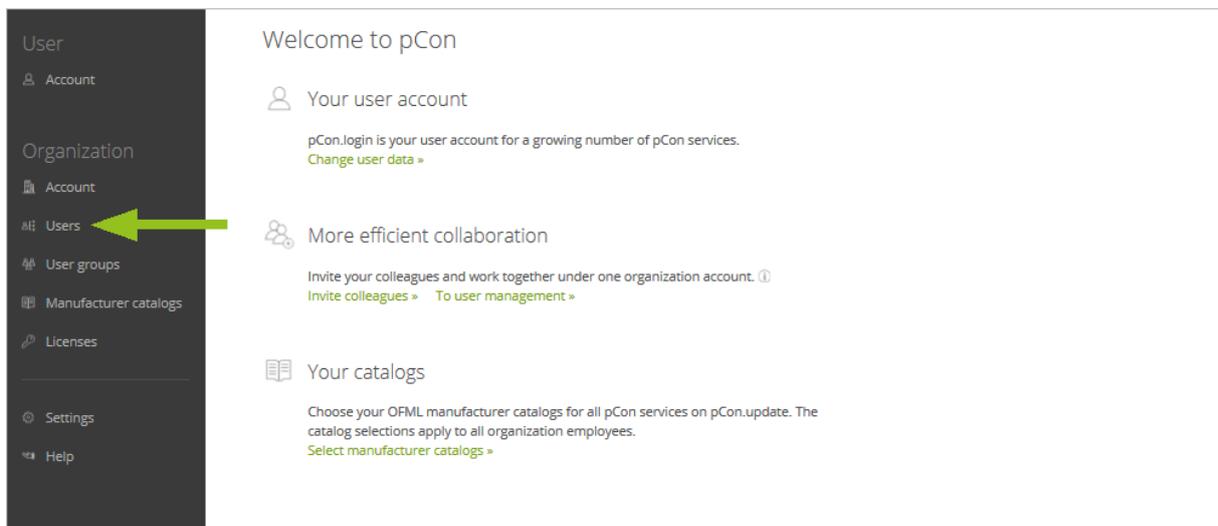
**It might happen that a member who receives an invitation from you has already registered a separate and independent organization on pCon.login.**

**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.**

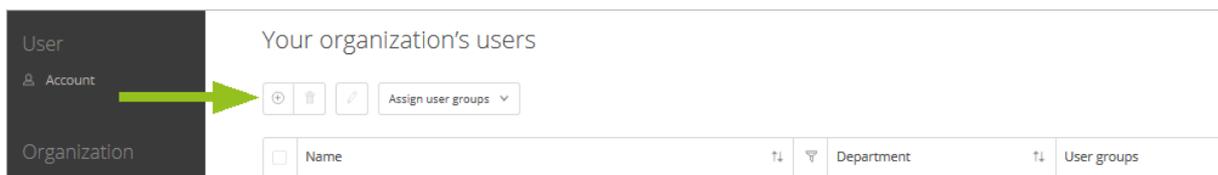
## 4 Invite Users

The first registered person is automatically registered as administrator. Administrators have permission to invite additional users to join pCon.login. Invited members register easily and automatically become members of the organization.

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.

User

Account

Organization

Account

Users

User groups

Manufacturer catalogs

Licenses

Settings

Help

## Invite users

Invite additional employees from your organization to pCon.login quickly and easily.

1. Enter e-mail addresses

Single input
List input b

E-mail address\*

⊕

Language\* English v

**a** Please invite **members of your organization only**, because the invited users will share the licenses, manufacturer catalogs, etc. with you.

New users will receive their invitation by e-mail in the set language.

2. Assign groups (optional)

Search group  Q

Administrators i c

Globale Administratoren

Globale Lizenzadministratoren

Standard Users i

If you assign the new users to a user group in advance, they will immediately have access to corresponding functions (e.g. shared projects) once the account has been activated.

Cancel
Submit

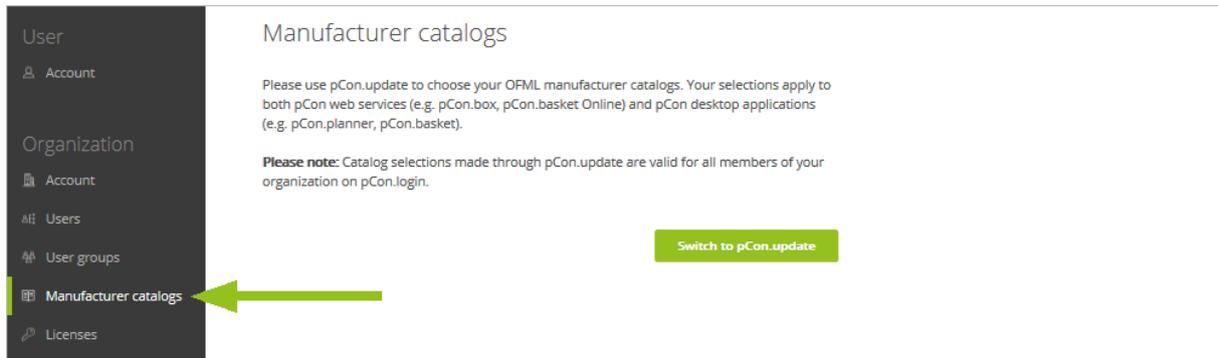
## 5 Request Catalogs

**Manufacturer catalogs are requested via the pCon.update website. An administrator of your organization has to log into pCon.update to request new catalogs.**

The catalogs selected on pCon.update can be used for all pCon apps and services that are supported by pCon.login.

A short registration process allows you to request catalogs on pCon.update. An assistant guides you through the necessary steps. The setup only needs to be done once for your organization. Here is the complete process:

1. Click *Manufacturer catalogs* in the menu on the left.
2. On the *Manufacturer catalogs* page, click the button *Switch to pCon.update* (see image below).



3. On the pCon.update website, you will be asked to start the set-up wizard. Click *Continue*.
4. Please check and complete your data and click *Next*.



The screenshot shows the 'Register on pCon.update' form. The top navigation bar has 'REGISTER' and 'SUPPORT' tabs, and a 'LOG OUT' link. The form title is 'Register on pCon.update'. Below the title, there are two links: 'Confirm personal information' and 'Download software'. The main form area contains the following fields and options:

- Company: [Text input]
- Title: [Dropdown menu, selected: Mr.]
- First name: [Text input, value: Adam]
- Last name: [Text input, value: Minsky]
- Street address: [Text input, value: Albert-Einstein-Straße 1]
- Zip code: [Text input, value: 98693]
- City: [Text input, value: Ilmenau]
- Country: [Dropdown menu, selected: Germany]
- Phone number: [Text input]
- Language: [Dropdown menu, selected: English]
- Profession:
 

<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Designer
<input type="checkbox"/> Distributor	<input type="checkbox"/> Agent
<input type="checkbox"/> Architect	<input type="checkbox"/> Other

A 'Next' button is located at the bottom right of the form.

5. Please wait for the activation e-mail. You will usually receive it within one working day.
6. Click the link *Continue registration* button contained in the e-mail. This will open the pCon.update page *Select manufacturers*.
7. Click the *Subscribe* button below each manufacturer you want to request. Click *OK* in the following dialog window.

REGISTER
SUPPORT
LOG OUT

**Register on pCon.update**

- ✓ Confirm personal information
- ▶ **Select manufacturers**
- Download software

Please choose the data you would like to receive through pCon.update. Your settings can be changed anytime.

Please inform me via e-mail if a new supplier is available.

All manufacturers Search

Sorting: Alphabetical Country: Germany x Filter

  
 EasternGraphics  
- Kitchen Library

  
 EasternGraphics  
- Materials

  
 EasternGraphics  
- Kitchen Library

  
 EasternGraphics  
- Materials

8. The manufacturer will check your request and send you an e-mail as soon as they have decided on your application.

As soon as the manufacturers have confirmed your request, you can also use your catalogs for the [pCon.box](#). Log into pCon.box with your pCon.login credentials.

In order to use your manufacturer catalogs in pCon.planner 7 or in pCon.basket, you have to install the catalog data on your PC. For this you need the pCon.update DataClient. It is available for download on the [pCon.update website](#). Further information can be found in the [pCon.update DataClient User Manual](#).

**Please note:**

- After the pCon.update setup, the pCon.login access data of the administrator that went through the process are also valid for pCon.update. This includes the pCon.update Website, the pCon.update DataClient and the pCon.update DataPool.
- After the initial registration, all members of your organization can log onto pCon.update with their access data for pCon.login. The pCon.update website is accessible for administrators only, DataClient and DataPool can be accessed by administrators and standard users.

Do you have further questions concerning pCon.login?

See the FAQ under <https://login.pcon-solutions.com/doc/faq/> for additional information.

## Legal remarks

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