

pCon.login

Manual: Registration and setup for users of pCon.update

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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>

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

Your existing pCon.update access data can automatically be used to log in to pCon.login. Register to combine the benefits of pCon.login with your pCon.update settings. To set up pCon.login, please follow the instructions in the following two sections. Your path depends on the current status in your company:

Case 1: Up until now, all members of your company have been using a common pCon.update user account. [In this case, please read chapter 3.1.](#)

Case 2: Your colleagues use individual user accounts for pCon.update. [Please read chapter 3.2.](#)

3.1 Assigning individual user accounts on pCon.login

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

In a first step, the colleague managing the common user account on pCon.update registers for pCon.login. By creating the organizational account on pCon.login, this colleague automatically becomes an administrator in your new organization.

1. The future administrator visits the website <https://login.pcon-solutions.com/>.
2. He logs into pCon.login with his pCon.update user name and pCon.update password.
3. The administrator invites the other members to join pCon.login. [To learn how to add new users, see Chapter 4: Invite users.](#)
4. The colleagues accept the invitation.

The employees receive an individual account under the umbrella of the pCon.login organization account. All employees use the same manufacturer catalogs 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 into an organization

In case your colleagues do use individual accounts for pCon.update, please proceed as follows:

At first you determine which pCon.update user account comprises the manufacturer catalogs you want to keep for your future work on pCon.login. Please use the account that grants access to the manufacturer catalogs that are suited best for your organizations needs. The colleague using that account will be the first to register for pCon.login.

1. The future administrator visits the website <https://login.pcon-solutions.com/>.
2. He logs into pCon.login with his pCon.update user name and pCon.update password.
3. The administrator invites the other members to join pCon.login. [To learn how to add new users, see Chapter 4: Invite users.](#)
4. The colleagues accept the invitation.

The employees receive an individual account under the umbrella of your pCon.login organization account. All employees use the same manufacturer catalogs and can log in to all services that are supported by pCon.login with their e-mail address and pCon.login password.

The manufacturer catalogs of the individual accounts are replaced by the catalogs used for the entire organization. The employees automatically get access to all catalogs approved for the organization. They do no longer have access to the manufacturer catalogs from their former individual accounts.

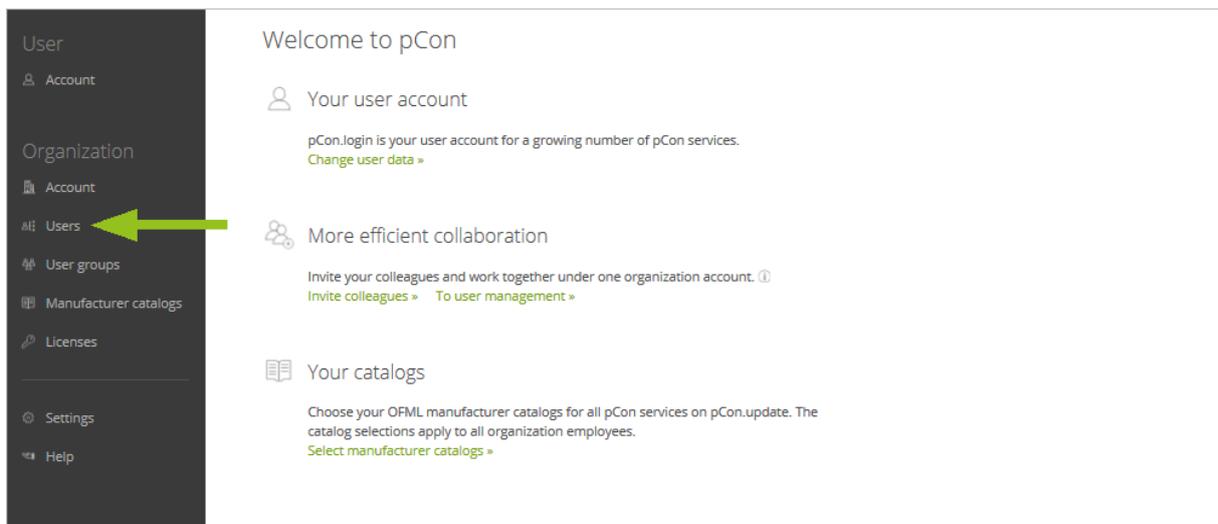
Missing manufacturer catalogs are requested by an administrator of your organization. For requesting catalogs, log into pCon.login and go to the *Manufacturer catalogs* page. Clicks *Switch to pCon.update* on this page. On pCon.update, apply for access to the missing catalogs.

4 Invite Users

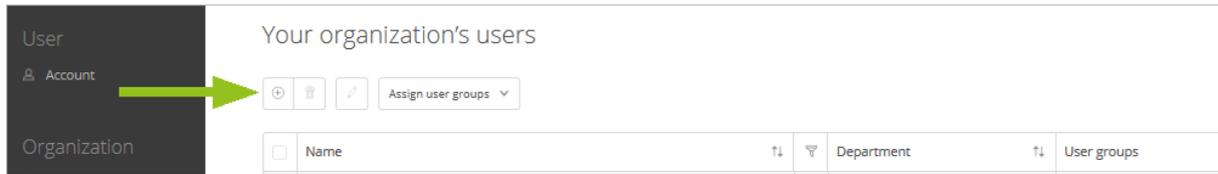
The colleague that was the first to register for your organization on pCon.login (see chapters 3.1 and 3.2) is initially administrator and can invite the other members of your organization.

The registration process is identical for new pCon users and users of pCon.update. pCon.update members use their login data also for pCon.login.

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

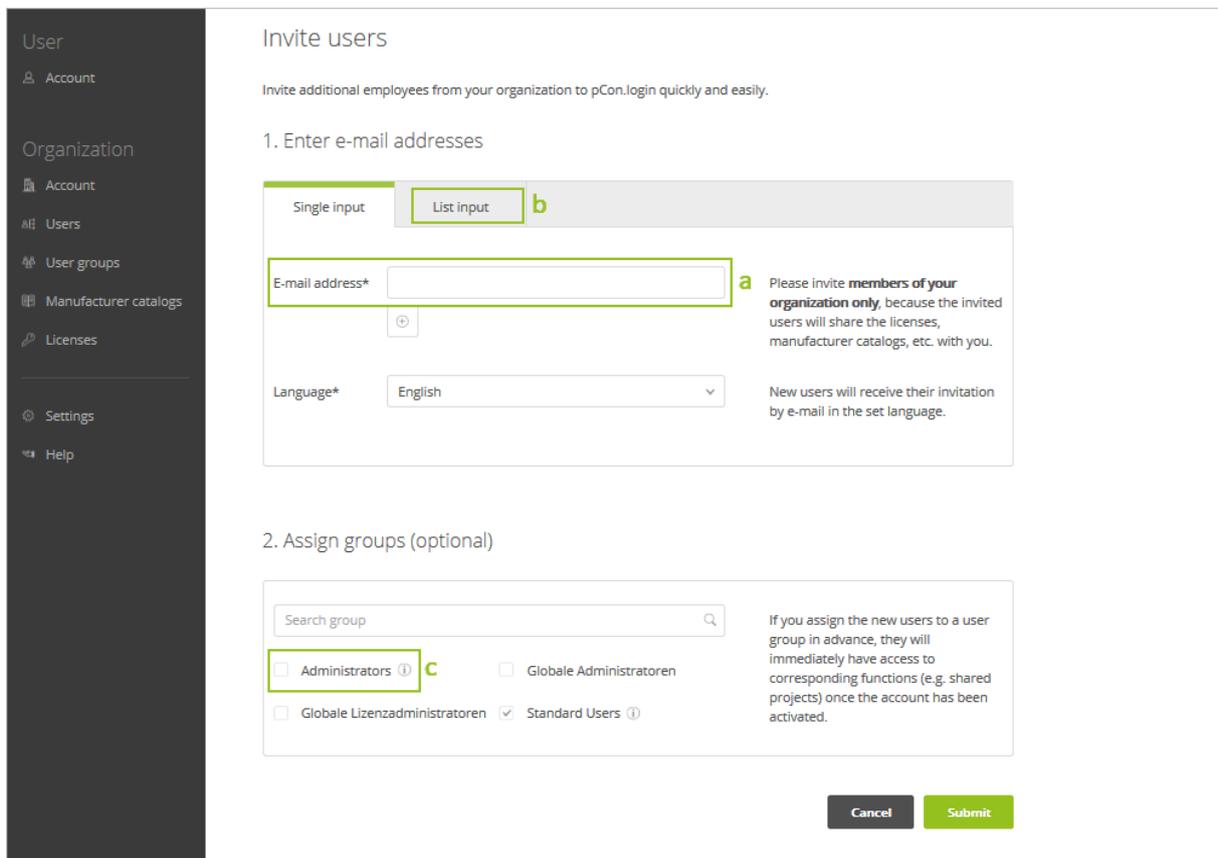


3. This opens the user overview, which contains a table of all users in your organization. Click the +-symbol above the table.



4. 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.
5. Click *Submit*.
6. 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.



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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