

pCon.login

Manual: Registration and setup for new pCon customers

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Manual: registration and setup for new pCon customers

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The following document targets persons that are poised to set up and administrate (see chapter two for an overview on pCon.login administrator permissions) a new pCon.login organization account. The document covers the case that the given organization had previously not been working with pCon.update.

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 one organization account¹.

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.

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 and manage them centrally
- Centrally administer licenses for your whole company
- Assign catalogs and applications to departments
- Use the activation for manufacturer catalogs and the pCon.update dealer contract for your entire company

¹ If your organization has more than one subsidiaries, we offer the following options:

- Independent subsidiaries with own software assignments and manufacturer catalogs: One organization account per location.
- All subsidiaries have a central administration with common catalogs and applications: One organization account for whole institution.

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 as well as channels • Manages members and permissions • 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. Further members can be appointed administrator if needed.</p>	<p>Invited members of an organization are standard-users by default.</p>

The following chapters deal with the setup and administration of pCon.login and do therefore targeted administrators.

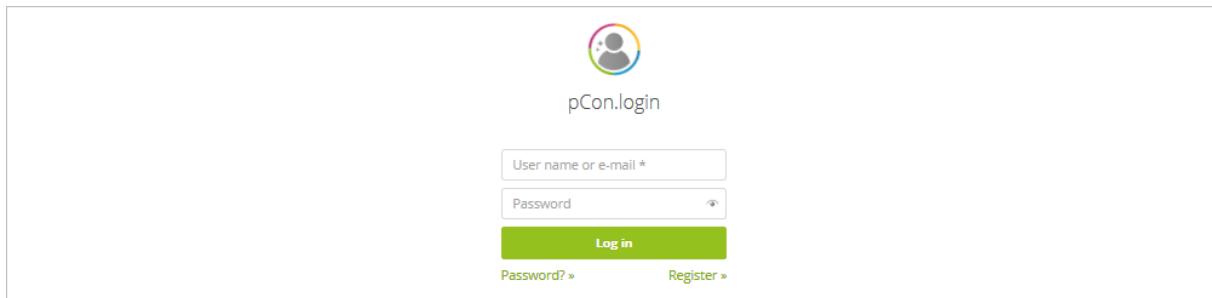
They are also interesting for standard users who want to get a first impression of pCon.login.

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

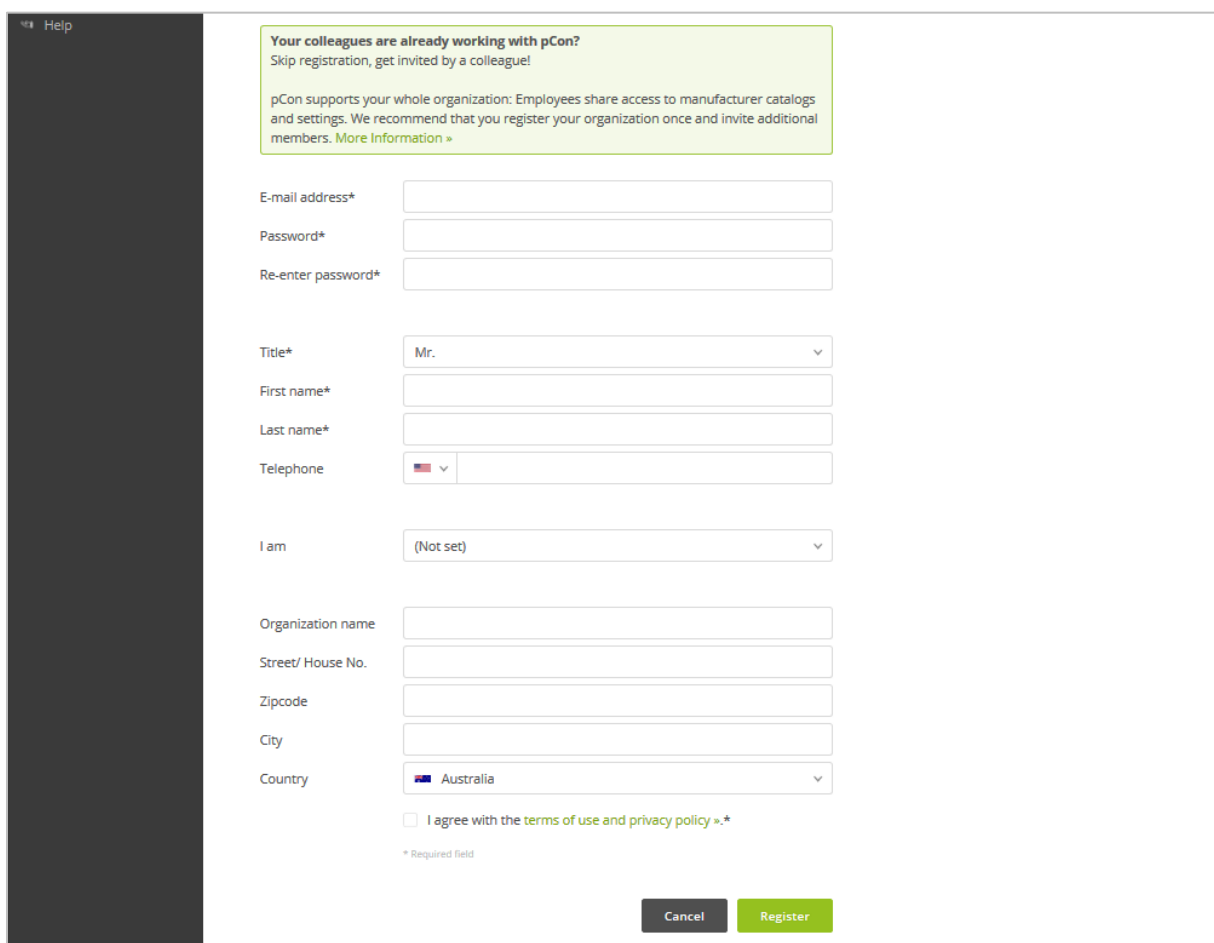
We recommend that one of the members of your organization who will be responsible for pCon (in pCon.login called administrators) becomes the first to register.

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



The screenshot shows the pCon.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 area, 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.



The screenshot shows the registration form on the pCon website. On the left is a dark sidebar with a "Help" link. The main content area has a light green box at the top with the text: "Your colleagues are already working with pCon? Skip registration, get invited by a colleague! pCon supports your whole organization: Employees share access to manufacturer catalogs and settings. We recommend that you register your organization once and invite additional members. [More Information »](#)". Below this box are several input fields: "E-mail address*", "Password*", "Re-enter password*", "Title*" (with a dropdown menu showing "Mr."), "First name*", "Last name*", "Telephone" (with a country dropdown showing "Australia"), "I am" (with a dropdown menu showing "(Not set)"), "Organization name", "Street/ House No.", "Zipcode", "City", and "Country" (with a dropdown menu showing "Australia"). At the bottom of the form is a checkbox labeled "I agree with the terms of use and privacy policy ».*" and a small asterisk footnote "* Required field". At the very bottom are two buttons: "Cancel" and "Register".

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.

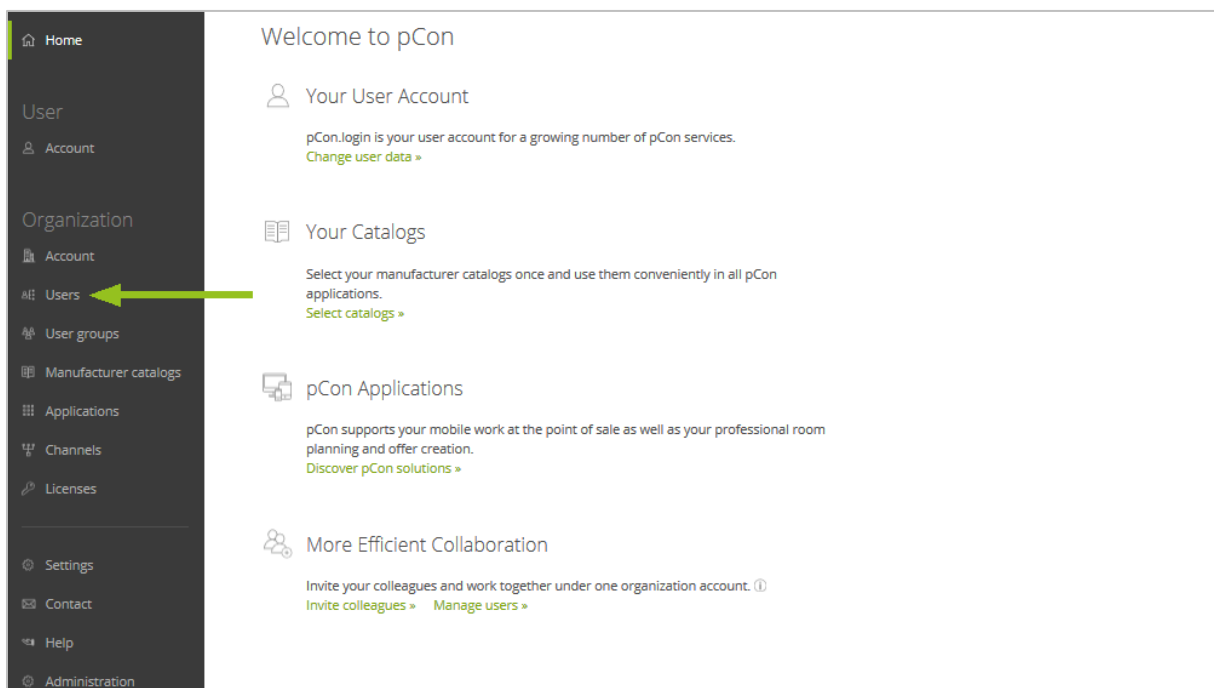
It might happen that a member who receives an invitation from you has already registered a separate and independent organization on pCon.login.

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

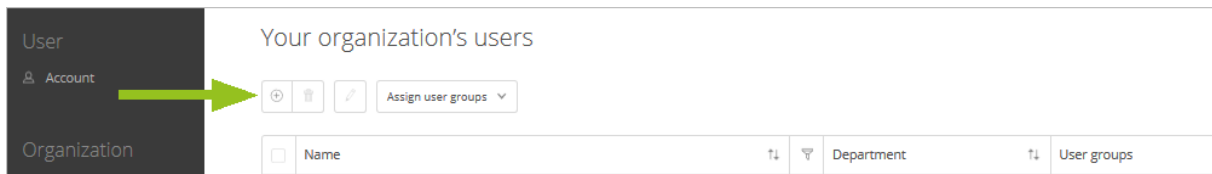
The first registered person is automatically registered as administrator. Administrators have permission to invite additional users to join pCon.login. Invited members register easily and automatically become members of the organization.

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



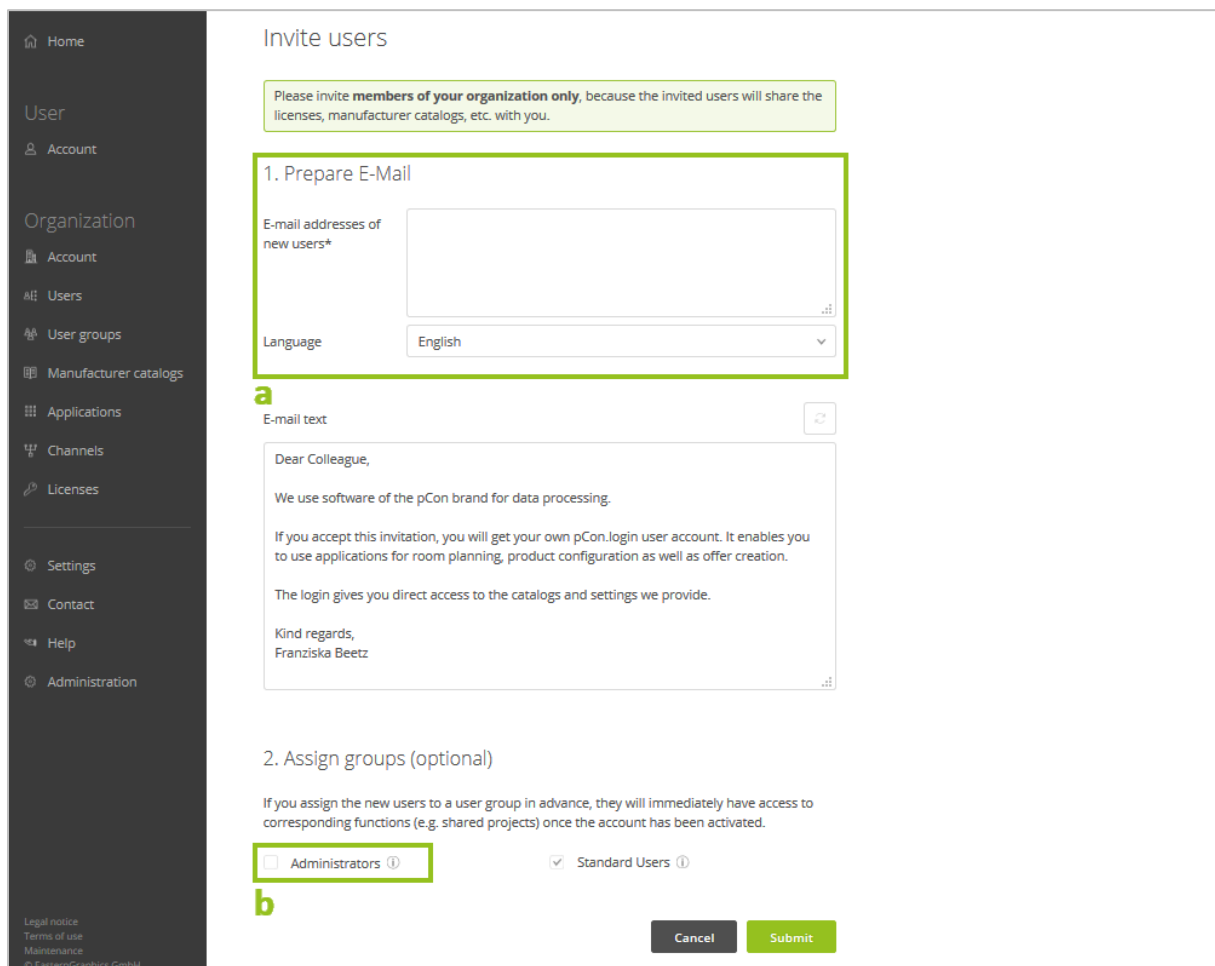
The screenshot displays the pCon login dashboard. On the left, a dark sidebar menu contains the following items: Home, User, Account, Organization, Users (highlighted with a green arrow), User groups, Manufacturer catalogs, Applications, Channels, Licenses, Settings, Contact, Help, and Administration. The main content area is titled 'Welcome to pCon' and features several sections: 'Your User Account' with a 'Change user data' link; 'Your Catalogs' with a 'Select catalogs' link; 'pCon Applications' with a 'Discover pCon solutions' link; and 'More Efficient Collaboration' with 'Invite colleagues' and 'Manage users' links.

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



- The *Invite users* screen appears. Enter the data of the users you would like to invite (**field a in the following picture**). By placing a **check mark in field b**, you appoint the invitees directly to administrators.
- Click *Submit*.
- 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 b in the following image.


 A screenshot of the 'Invite users' form. At the top, a warning box states: 'Please invite members of your organization only, because the invited users will share the licenses, manufacturer catalogs, etc. with you.' The form is divided into two sections:

- 1. Prepare E-Mail**: Contains an input field for 'E-mail addresses of new users*' (labeled 'a') and a 'Language' dropdown menu set to 'English'.
- 2. Assign groups (optional)**: Contains a text area for 'E-mail text' with a preview of an invitation email. Below this are two checkboxes: 'Administrators' (labeled 'b') and 'Standard Users'. The 'Standard Users' checkbox is checked.

 At the bottom right, there are 'Cancel' and 'Submit' buttons. The left sidebar shows navigation options like Home, User, Organization, Account, Users, User groups, etc.

4.1 Assign Users to Groups

Groups sort organization members according to their tasks (for example back office, sales, project groups, user of a certain pCon application etc.). Groups can for example be used to restrict the access to licenses to a certain team.

In order to create a new group, log in as an administrator and click *User groups* in the menu on the right. Use the + symbol on the page *Your organization's user groups* to create a group and give it a name and description.

Upon inviting new members, you can directly assign them to groups (see *Assign groups* function in the image above). The groups can later be changed by means of the table on the *Users* page.

5 Request Catalogs

You can manage manufacturer catalogs directly via pCon.login. All administrators of your organization can apply for catalog approvals.

The catalog selection applies to all pCon services that support pCon.login.

Before you request catalogs, you need a one-time activation for the pCon Community.

5.1 Registration for the pCon Community

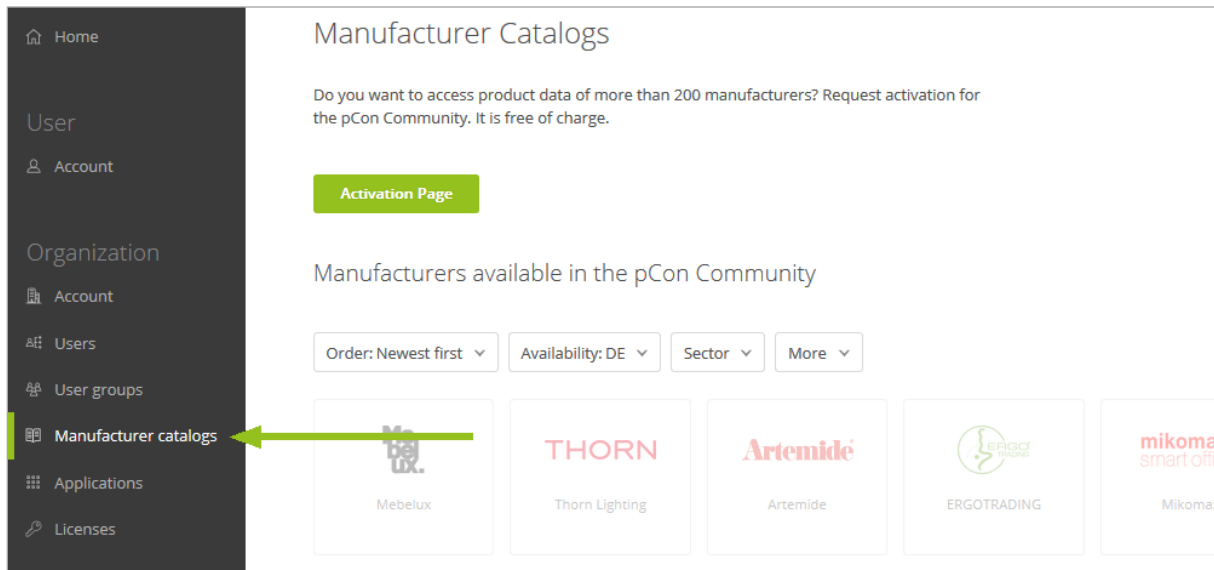
To make sure that your organization fits within the profile of the pCon Community, we check all registrations before admission. If you are working in one of the following branches and enter complete contact data, your registration will be confirmed:

- Architecture
- Interior design
- Office and facility furniture
- Room planning and design
- Furniture trade
- Fair stand design and industrial design
- Storage and factory furniture
- Medical technology
- Facility management

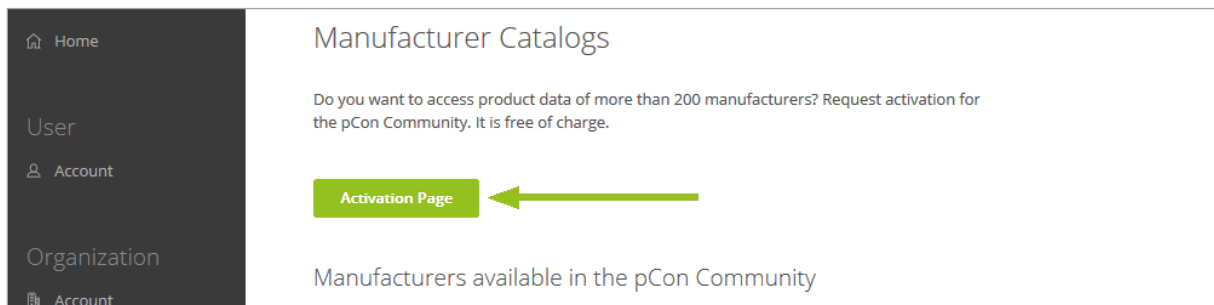
Only one administrator per organization has to register for the pCon community.

This is how to register for the pCon Community:

1. In pCon.login, click on *Manufacturer catalogs* in the menu on the left.



2. Click on *Activation Page*.



3. On the next page, please check all your contact and organization data and complete them as required. Use your professional e-mail address.
4. The pCon community team will activate your account manually. This usually happens within one work-day². We will inform you about your activation by e-mail.

² Please note that the manual activation may lead to slightly longer waiting times, for example in case of public holidays in Germany.

Home

User

Account

Organization

Account

Users

User groups

Manufacturer catalogs

Applications

Licenses

Settings

Contact

Help

Legal notice
 Terms of use
 Maintenance
 © EasternGraphics GmbH

Please use **one** central pCon.login organization account » for your organization or branch office. Please request access only for this account.

Title*

First name*

Last name*

E-mail address*

Telephone*

Organization type*

Name*

Street/ House No.*

Zipcode*

City*

Country*

Profession*
 Manufacturer
 Designer
 Distributor
 Agent
 Architect
 Other

Remarks

* Required field

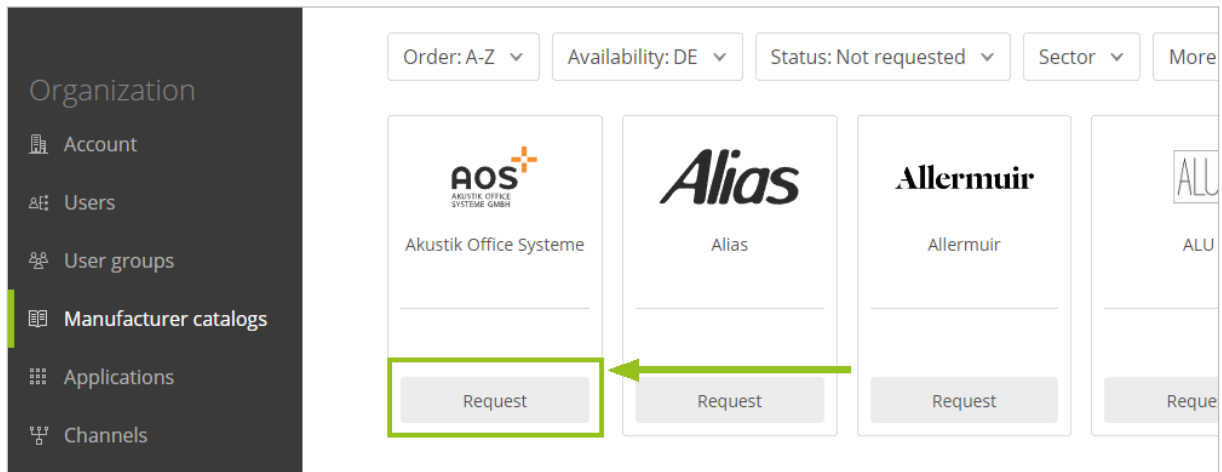
Request activation

Please enter your commercial e-mail address.

5.2 Request Catalogs

Following the activation for the pCon Community, you can access the manufacturer selection in pCon.login. Do the following to request manufacturer catalogs:

1. Log in to pCon.login.
2. Click on *Manufacturer catalogs* in the menu on the left.
3. This will open a list of all available manufacturers.
4. Select all manufacturers whose data you would like to receive. Click the *Request* button directly under any desired manufacturer.
5. The manufacturer checks your request and sends an e-mail as soon as your request was accepted or declined.



As soon as the manufacturers have approved your request for catalogs, you can use them in pCon.basket Online, with pCon.update, pCon.facts and in the pCon.box. Log into these with your pCon.login data.

6 Using Channels to distribute Catalogs and Applications

In most organizations, all members are using the same catalogs and applications. In this case, all users in an organisation use the automatically predefined *Standard* channel and there is no need to create additional channels.

It might be, however, that some departments or teams need different catalog data. In these cases, the organization should create additional channels. This chapter lays out how channels are set up and how they are used to control user access:

A channel is a specific combination of manufacturer catalogs and pCon desktop applications. Each channel contains the users who work with these catalogs and applications.

Follow the steps listed below to identify the need for additional channels in your organization and prepare the creation of these:

1. List the departments of your organization that need separate manufacturer catalogs and their own pCon applications. It is necessary to create separate channels for every department that uses its own catalogs or pCon applications. If several departments or teams use the same catalogs and applications, you can group them into one channel.
2. Check if every member of your organization is assigned to exactly one department. **Each user can only be assigned to one channel.**
3. Define one or more persons responsible for every channel (channel administrators). These users control the channel approvals. Administrators can maintain different channels.

If all members of your organization use the same manufacturer catalogs and desktop applications, you can work with the predefined channel *Standard*.

In this case you will not have to create additional channels.

6.1 Create Channels

If different areas or teams in an organization need different permissions, additional channels have to be set up. This is how to generate new channels and assign users:

1. Click *User groups* in the menu. Create a new user group for every channel and assign the members of the corresponding department (also see chapter 4.1). Create an additional group for the channel administrators.
2. In the pCon.login menu, click *Channels*.

The screenshot shows the pCon.login interface. On the left is a dark sidebar menu with options: Account, Users, User groups, Manufacturer catalogs, Applications, Channels (highlighted with a green box and an arrow pointing to the right), and Licenses. In the main content area, there is a table with columns: Channel ID, Channel, Description, Administrators, and User Groups. A green box highlights a '+' icon in the top right corner of the table area, with an arrow pointing to it from the left. The table contains three rows of data:

<input type="checkbox"/>	Channel ID	Channel	Description	Administrators	User Groups
<input type="checkbox"/>	C31870	Consulting		Administrators	Architects
<input type="checkbox"/>	C31869	Purchasing		Administrators	Purchasing
<input type="checkbox"/>	C31864	Standard		Administrators	Standard Users

3. Click the + symbol on the *Channel* page to open the *Add channel* page.
4. Insert a name and a description for the new channel. Please note that name and description are also forwarded to the manufacturers when catalogs are requested.
5. Add *Administrators* and *Users* of the channel by selecting the corresponding groups on the *Add channel* page.
6. Click *Save* to create the channel.

Home

User

Account

Organization

Account

Users

User groups

Manufacturer catalogs

Applications

Channels

Licenses

Settings

Contact

Help

Legal notice
Terms of Use
Maintenance
© EasternGraphics GmbH

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 ⓘ Architects ⓘ

Purchasing Standard Users ⓘ

Web Shop

Users of the Channel

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

Administrators ⓘ Architects ⓘ

Purchasing Standard Users ⓘ

Web Shop

6.2 Request Catalogs for a Channel

You have two possibilities to request the catalogs for a channel.

- Via the *Channels* page: Click the catalog symbol in the row of the channel under question. This opens the *Manufacturer catalogs* page. On this page, choose the catalogs you want to distribute through the channel.

Account

Organization

Account

Users

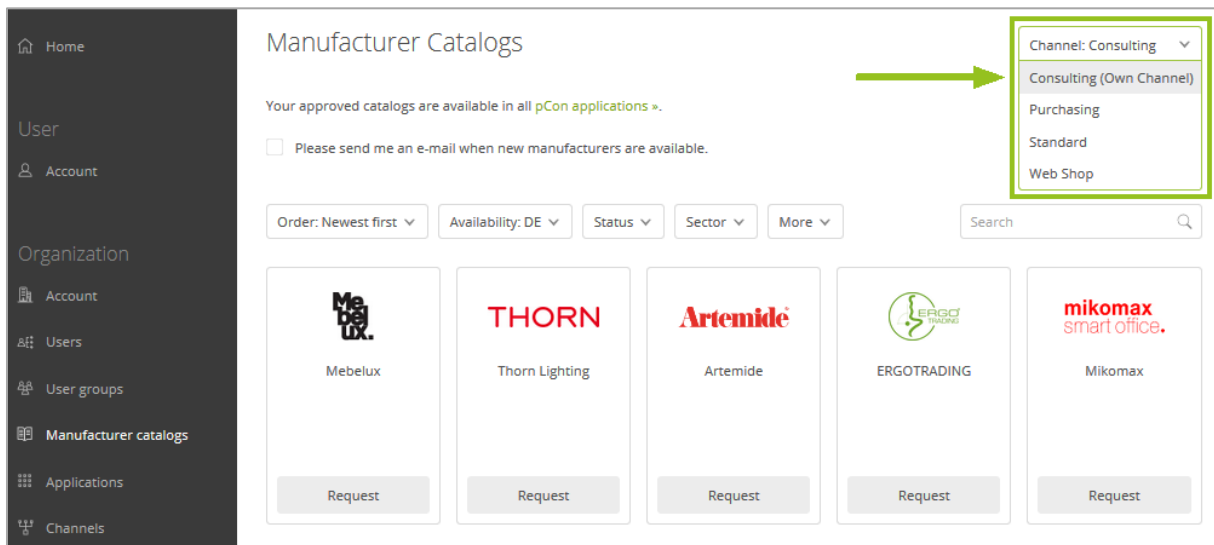
User groups

Manufacturer catalogs

Applications

<input type="checkbox"/>	Channel ID	Channel	Description	Administrators	User Groups	
<input type="checkbox"/>	C31870	Consulting		Administrators	Architects	
<input type="checkbox"/>	C31869	Purchasing		Administrators	Purchasing	
<input type="checkbox"/>	C31864	Standard		Administrators	Standard Users	
<input type="checkbox"/>	C31938	Web Shop	Web Shop Team Members	Administrators	Web Shop	

- Via the *Manufacturer catalogs* page: Open the drop-down menu in the upper right corner, select a channel and then request the catalogs for this channel (see also 5.2.).



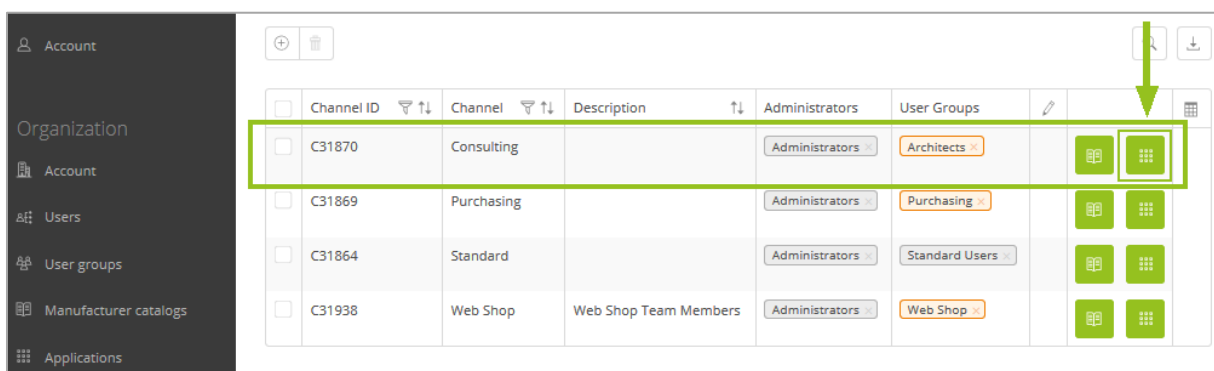
6.3 Setting Applications for a Channel

Channels can also be used to determine which groups of users get access to certain desktop applications³.

Assigning programs to channels is only necessary for desktop applications. Users of smartphone apps and web applications do not need additional settings or assignments.

You have two possibilities to assign applications to a channel.

- Via the *Channels* page: Click the applications symbol in the row of the channel under question. This opens the *Applications* page. On this page, choose the applications you want to use in the channel.



³ If users of a channel need different applications, it is usually not necessary to set up another channel. Instead, all applications required in the channel should be activated. Afterwards, the individual users can permanently deselect the unneeded applications when setting up the pCon.update DataClient.

- Via the *Applications* page: Open the drop-down menu in the upper right corner, select a channel and then select the matching applications.

Applications

Channel: Consulting ▾
Consulting (Own Channel)
Purchasing
Standard
Web Shop

Phone & Tablet Computer & Notebook

pCon.update will install the selected applications on your desktop computer or notebook during the next update. Please start a manual update with pCon.update if you want to use the applications immediately.
[No pCon.update installed? >](#)

pCon.planner 8 PRO
License (free 30 days)

The PRO version of pCon.planner provides the widest range of planner functions. In addition to standard features, you can also work with OFML data from all of your suppliers and take advantage of various printing functions.

[Additional Information >](#)

Select

It is only possible to select applications for some sales regions. If the *Applications* page does not contain selection functions, please get in touch with the contact person on the page.

7 pCon.login and pCon.update

Most pCon applications and services are managed with pCon.login. For our desktop applications, you also need pCon.update. pCon.update installs these pCon applications and the manufacturer catalogs onto your Windows workstations.

This section explains which programs use pCon.update in addition to pCon.login and how to set up pCon.update.

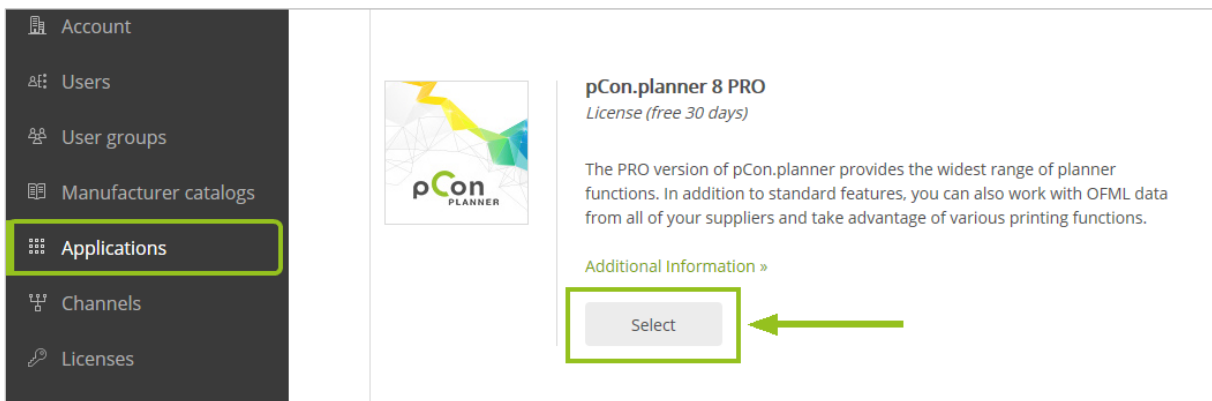
7.1 Overview: Which application needs which service?

Application	License via pCon.login	Catalogs via pCon.login	Catalogs via pCon.update
pCon.planner PRO 8			X
EGR-BatchRendering	X		
pCon.basket (Desktop-Version)			X
pCon.basket Online	X	X	
pCon.configurator			X
pCon.xcad			X
pCon.update DataClient		X	
pCon.update DataPool		X	
pCon.facts		X	
pCon.box		X	

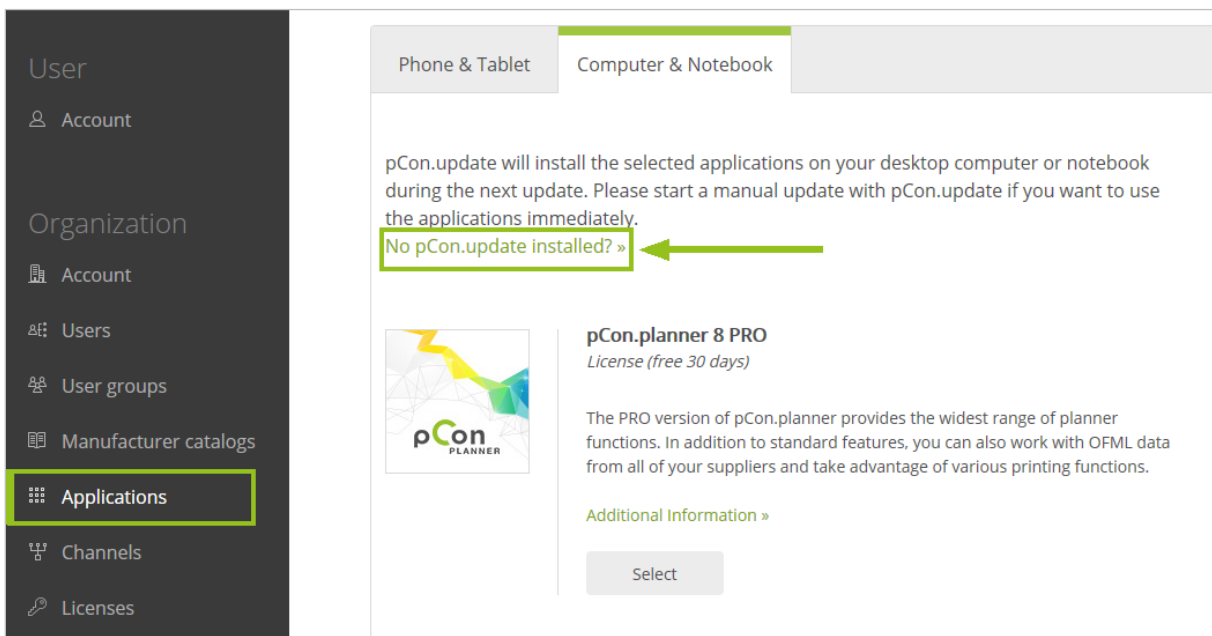
7.2 Set up pCon.update

Please follow the steps listed below to set up pCon.update on your workstation or notebook:

1. Create a pCon.login user account (see chapter 3). The pCon.login access data are also valid for pCon.update.
2. Request the activation for the pCon Community (see chapter 5.1).
3. Request your desired manufacturer catalogs (see chapter 5.2).
4. Open pCon.login. Select the needed pCon applications under the menu item *Applications* in the tab *Computer & Notebook*⁴.



5. Download pCon.update DataClient and install it. You can do this on the *Applications* page of pCon.login. Switch to the *Computer & Notebook* tab. Click the link *No pCon.update installed?* (see following image).



⁴ Depending on your sales region, it is possible that you will not get a list of applications on this side but that you will be asked to contact your sales partner, who will help you with choosing and installing desktop applications.

- On the following page, please click the Button *DataClient*. The pCon.update DataClient will be saved to your computer and can then be set up.

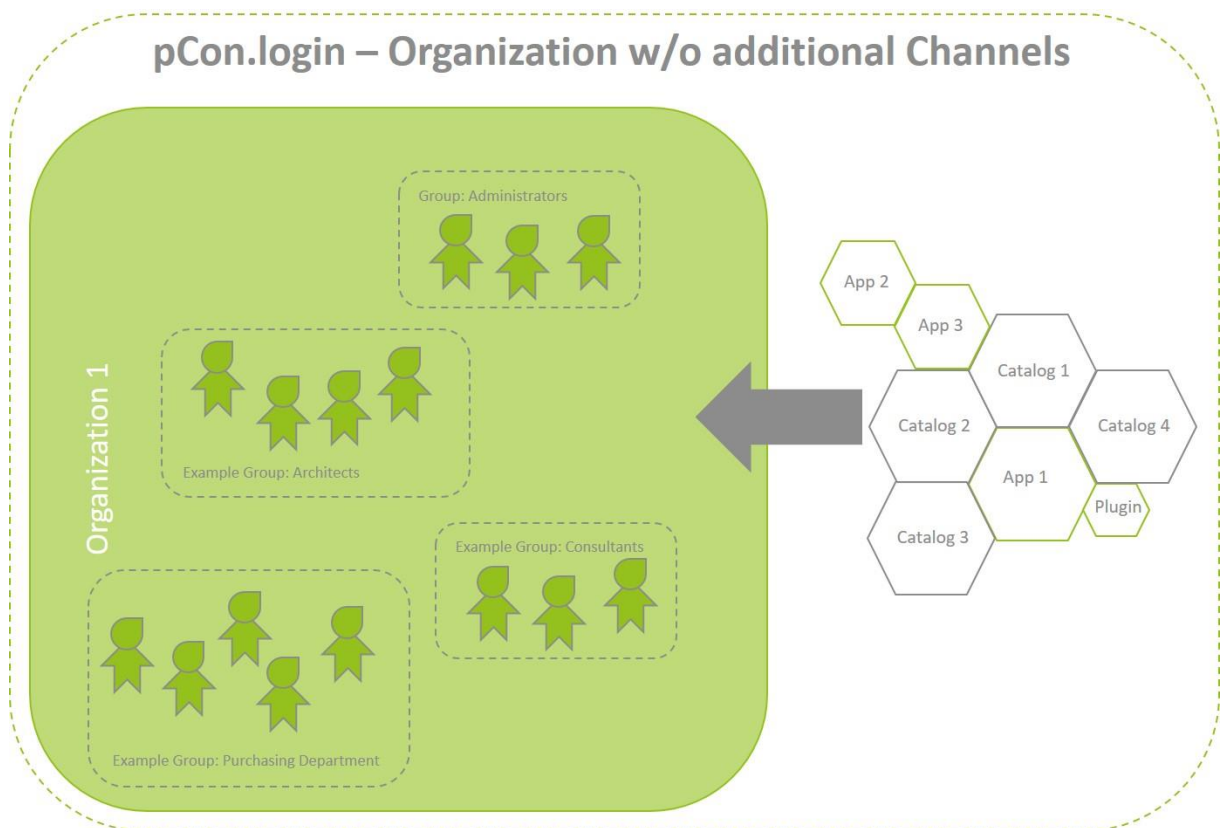


- Start the pCon.update UpdateClient. Please enter the default server address (<https://update.eastern-graphics.com>) as well as your pCon.login user name and password. The DataClient will automatically install the applications selected in pCon.login (see step four; pCon.planner 8 in our example) as well as the approved manufacturer catalogs.
- When you start pCon.planner 8 PRO, the desired manufacturer catalogs are available via the button *Products*. The pCon.update DataClient automatically updates the article data and pCon.planner.

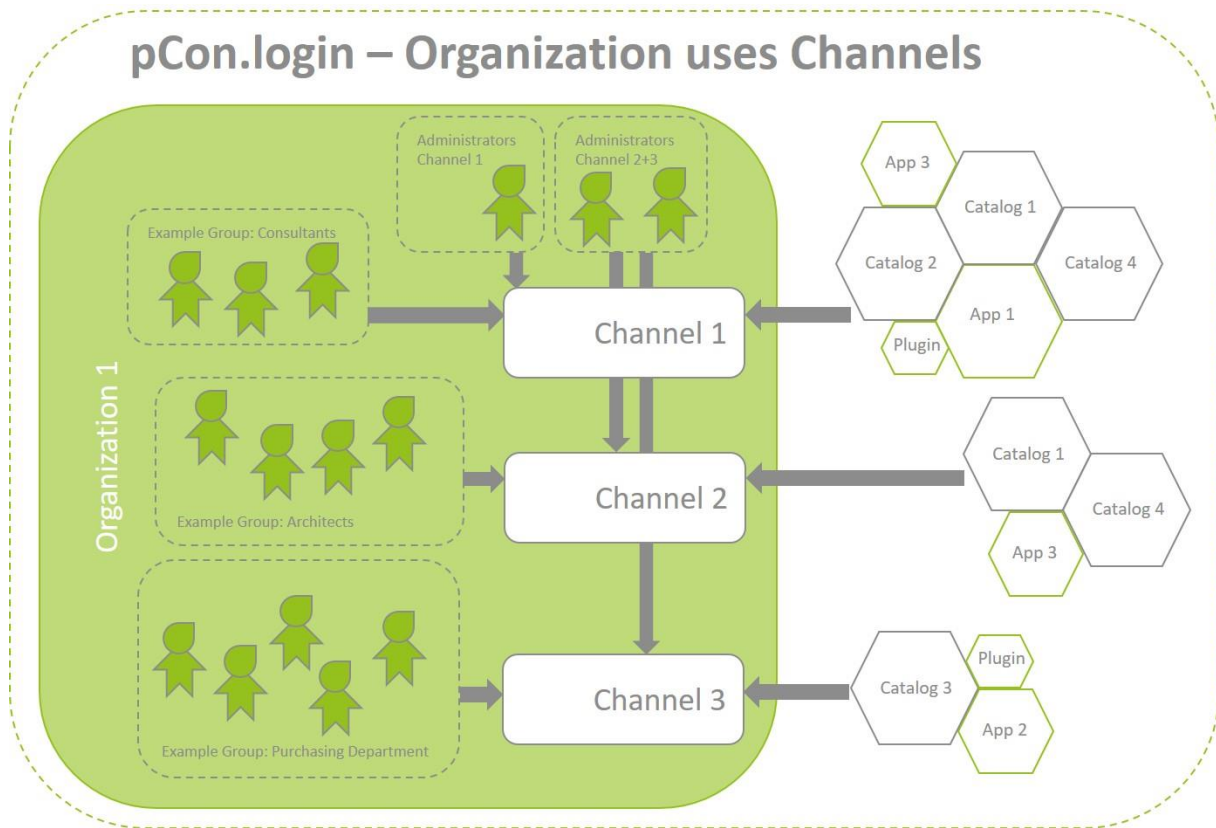
8 pCon.login in a Nutshell

The following images illustrate the functionality of pCon.login depending on size and complexity of the respective organization.

Option 1: Same catalog assignment throughout complete organization, same licenses and applications for all members:



Option 2: Complex organization structure. Some departments of the organization – e.g. teams that are in charge of a certain sales region – need their own selection of catalogs:



Visit our FAQ for more information on pCon.login: <https://login.pcon-solutions.com/doc/faq/>

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