

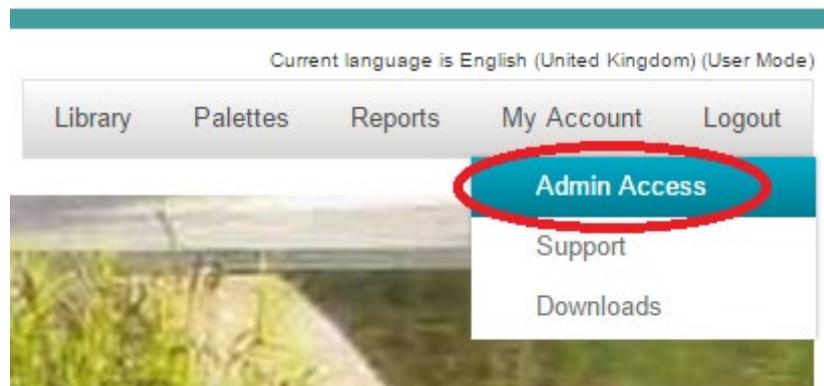
My Account – Admin Access

Access to the CS Web App is controlled via an authenticated username and password associated to an existing organisation's account. User details are recorded in a Contacts table accessible to an organisation's designated Main Contact &/or Administrator.

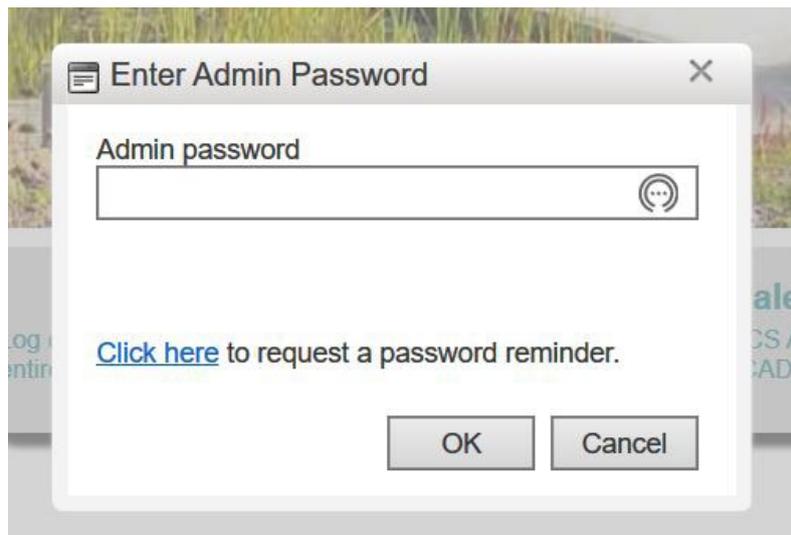
Administrator Account...

- Maintains up to date Contacts details.
- Enables web content (Palettes) to be locked so that (ordinary) users cannot edit or delete these, which is particularly useful for safeguarding Master Palettes or Project specific Palettes. Non Administrators (ordinary users) are still able to copy a locked Palette that they can then modify as required.
- View Licences allocated to specific machines in organisation.
- View and modify Profile details for all users.

After accessing the Customer Login using an authenticated username and password, select Admin Access from My Account...



Enter Admin Password when prompted or simply pick OK if no Admin Password has been set.

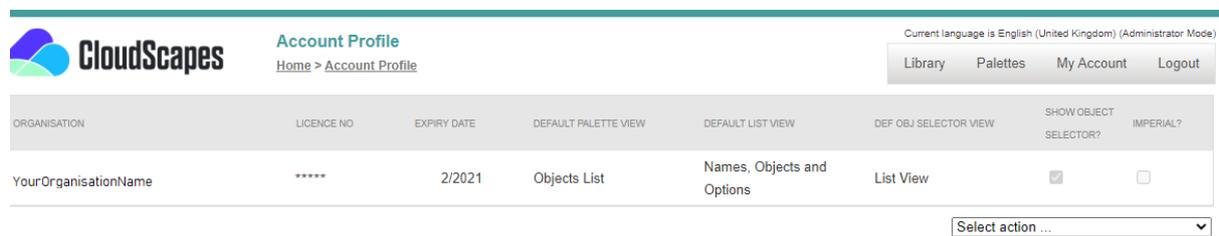


Profile, Contacts and Licences options are available to Administrators from My Account...



Profile

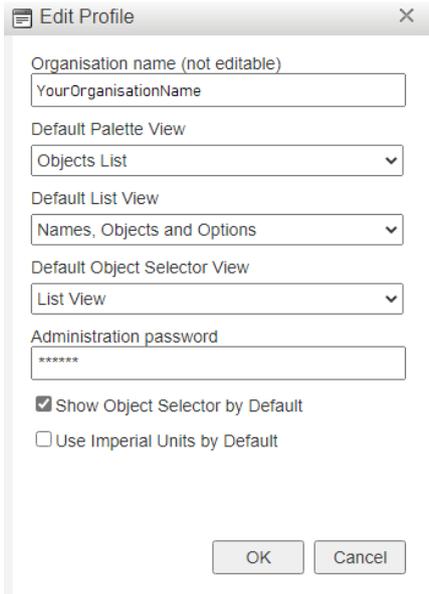
Profile details are displayed...



Pick Edit Profile from the Select Action menu...



The Edit Profile dialog is displayed with options to edit as required.



Editable options include default views for Palette, List and Selector. Select from the pop-down menus and edit as required.

The Administrator Password can be changed by typing in the associated edit box.

Users are able to switch between different view options during a session but a new session will always start with the default settings selected under Edit Profile.

Users running the Palette Builder are able to temporarily hide the Library Selector (positioned at the top of the screen) to provide more space to view/edit palette details. Administrators are able to select whether the Object Selector is shown or not by default.

Users are able to switch dynamically between metric and imperial displays of the Library Selector and Palettes. Administrators are able to select whether to use Imperial Units by Default by selecting the associated toggle.

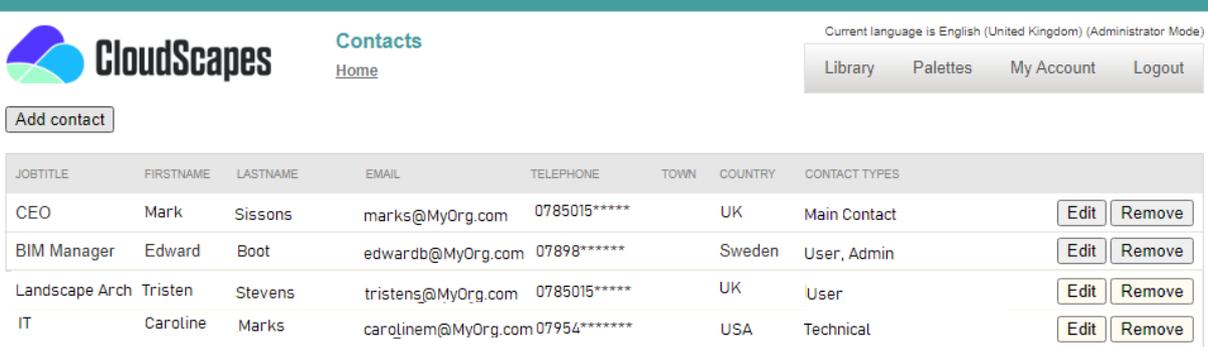
Contacts

Administrators are able to view and edit Contact details for users within the organisation.



When users are attempting to access CS Web App for the first time, an Administrator will receive a request for authentication via email before the new user is added to the organisation's contacts. If an Email address matches one that already exists under the Organisation's Contacts, registration of the user is automatic, so there is clear advantage in Administrators maintaining an up to date record of contacts.

Pick Contacts to display the list of contacts in the organisation...



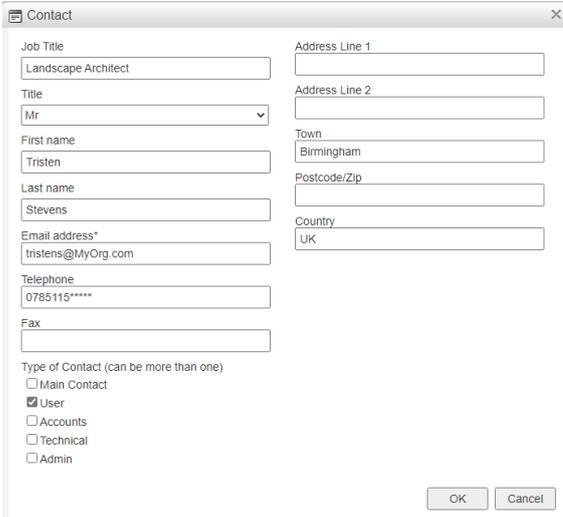
Current language is English (United Kingdom) (Administrator Mode)

Library Palettes My Account Logout

Add contact

JOB TITLE	FIRSTNAME	LASTNAME	EMAIL	TELEPHONE	TOWN	COUNTRY	CONTACT TYPES		
CEO	Mark	Sissons	marks@MyOrg.com	0785015*****		UK	Main Contact	Edit	Remove
BIM Manager	Edward	Boot	edwardb@MyOrg.com	07898*****		Sweden	User, Admin	Edit	Remove
Landscape Arch	Tristen	Stevens	tristens@MyOrg.com	0785015*****		UK	User	Edit	Remove
IT	Caroline	Marks	carolinem@MyOrg.com	07954*****		USA	Technical	Edit	Remove

Pick Edit to display associated Contact information...



Contact

Job Title
Landscape Architect

Title
Mr

First name
Tristen

Last name
Stevens

Email address*
tristens@MyOrg.com

Telephone
0785115*****

Fax

Address Line 1

Address Line 2

Town
Birmingham

Postcode/Zip

Country
UK

Type of Contact (can be more than one)

Main Contact

User

Accounts

Technical

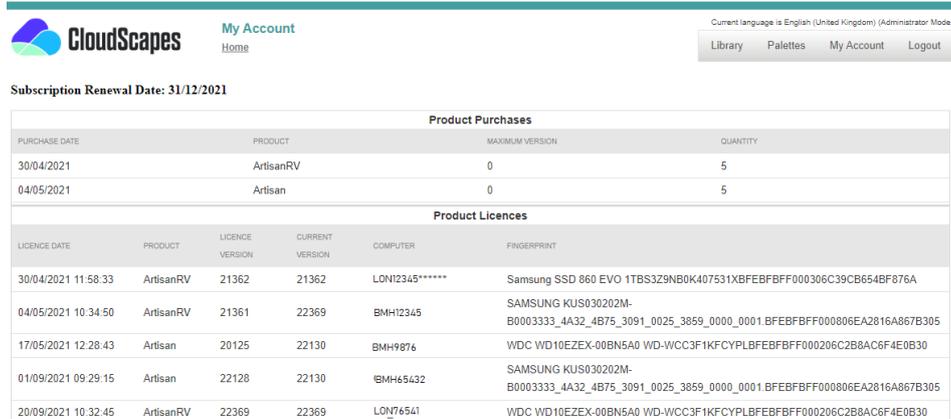
Admin

OK Cancel

Edit details and pick OK to commit changes.

Pick Remove for any Contacts that are no longer working for the organisation.

Select Licences to display the current licence activation details, divided into Product Purchases and Product Licences...



Product Purchases			
PURCHASE DATE	PRODUCT	MAXIMUM VERSION	QUANTITY
30/04/2021	ArtisanRV	0	5
04/05/2021	Artisan	0	5

Product Licences					
LICENCE DATE	PRODUCT	LICENCE VERSION	CURRENT VERSION	COMPUTER	FINGERPRINT
30/04/2021 11:58:33	ArtisanRV	21362	21362	LON12345*****	Samsung SSD 860 EVO 1TB33Z9NB0K407531XBFEFBFF000306C39CB654BF676A
04/05/2021 10:34:50	ArtisanRV	21361	22369	BMH12345	SAMSUNG KUS030202M-B0003333_4A32_4B75_3091_0025_3859_0000_0001.BFEFBFF000806EA2816A867B305
17/05/2021 12:28:43	Artisan	20125	22130	BMH9876	WDC WD10EZEX-00BNSA0 WD-WCC3F1KFCYPLBFBFBFF000206C2B8AC6F4E0B30
01/09/2021 09:29:15	Artisan	22128	22130	BMH65432	SAMSUNG KUS030202M-B0003333_4A32_4B75_3091_0025_3859_0000_0001.BFEFBFF000806EA2816A867B305
20/09/2021 10:32:45	ArtisanRV	22369	22369	LON76541	WDC WD10EZEX-00BNSA0 WD-WCC3F1KFCYPLBFBFBFF000206C2B8AC6F4E0B30

The Licences view shows the total number of licences and products available and the current allocation of active licences (Licence Date, Product, Version, Computer Name).

Protect Palettes

Protect Selected Palettes as required from the Palette Builder using options available from the Select Action pull-down menu...

