

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.

Enter /	Admin Password	×
Admin p	assword	
		\bigcirc
		- 1
Click her	re to request a password remine	der.
		3F

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



Profile

Profile details are displayed...

CloudScapes	Account Profi Home > Account P	le rofile		Current language is English (United Kingdom) (Administrator Library Palettes My Account Logo			
ORGANISATION	LICENCE NO	EXPIRY DATE	DEFAULT PALETTE VIEW	DEFAULT LIST VIEW	DEF OBJ SELECTOR VIEW	SHOW OBJECT SELECTOR?	IMPERIAL?
YourOrganisationName	****	2/2021	Objects List	Names, Objects and Options	List View		
					Select action	n	~

Pick Edit Profile from the Select Action menu...

Select action	~
Select action	
Edit profile	

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

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CSD Administrator Access

Edit Profile X
Organisation name (not editable)
YourOrganisationName
Default Palette View
Objects List 🗸
Default List View
Names, Objects and Options
Default Object Selector View
List View 🗸
Administration password

Show Object Selector by Default
Use Imperial Units by Default
OK Cancel

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.



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CSD Administrator Access



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...

Add contact	Add contact				Current langu	age is English (U Palettes	Jnited Kingdom) (Adn	ninistrator Mode) Logout		
JOBTITLE	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	m 07954******		USA	Technical		Edit	Remove

Pick Edit to display associated Contact information...

Contact		×
lob Title	Addrees Line 1	
Landscape Architect		٦
Title	Address Line 2	_
Mr.		7
Eint name	Town	_
Tristen	Birmingham	
materi	Postcode/Zip	_
Last name		
Stevens	Country	_
Email address*	UK	
Telephone		
0785115*****		
Fay		
Type of Contact (can be more than one)		
Main Contact		
✓ User		
Accounts		
	OK Canc	el

Edit details and pick OK to commit changes.

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

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

		Current language is English (United Kingdom) (Administrator Mo								
	ocapes	Home						Palettes	My Account	Logout
Subscription Renewal Date: 31/12/2021										
				Product	Purchases					
PURCHASE DATE		PROC	DUCT		MAXIMUM VERSION		QUANTIT	Y		
30/04/2021		Artis	anRV		0		5			
04/05/2021		Artis	an		0		5			
				Produc	t Licences					
LICENCE DATE	PRODUCT	LICENCE	CURRENT	COMPUTER	FINGERPRINT					
		VERSION	VERSION							
30/04/2021 11:58:33	ArtisanRV	21362	21362	LON12345*****	Samsung SSD 860 EV	O 1TBS3Z9NB0P	(407531XBFI	EBFBFF0003	06C39CB654BF8	376A
04/05/2021 10:34:50	ArtisanRV	21361	22369	BMH12345	SAMSUNG KUS03020	2M-				0070005
					B0003333_4A32_4B75	_3091_0025_38	59_0000_000	1.BFEBFBFF	-000806EA2816A	\867B305
17/05/2021 12:28:43	Artisan	20125	22130	BMH9876	WDC WD10EZEX-00B	N5A0 WD-WCC3	F1KFCYPLE	FEBFBFF00	0206C2B8AC6F4	E0B30
01/09/2021 09:29:15	Artisan	22128	22130	(BMH65432	SAMSUNG KUS03020 B0003333_4A32_4B75	2M- _3091_0025_38	59_0000_000	1.BFEBFBFF	000806EA2816A	\867B305
20/09/2021 10:32:45	ArtisanRV	22369	22369	LON76541	WDC WD10EZEX-00B	N5A0 WD-WCC3	F1KFCYPLE	FEBFBFF00	0206C2B8AC6F4	E0B30

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...

	Current langu	age is English (U	Jnited Kingdom) (Adm	inistrator Mode)				
Library	Palettes	Reports	My Account	Logout				
		Select action						
		Select action	1					
		Toggle displa	y of deleted pale	ttes				
		Edit selected palette						
		Add new palette						
		Rename selected palette						
		Copy selected palette						
		Protect solor	en halettes					
	L	Innrotect selec						
	l	onprotect se	lected palettes					
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			A	e 🕲				

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