


USER GROUPS

Sharing of files, catalogues, licenses

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1. INTRODUCTION

The manual introduces the use of user groups in DEKSOFT. User groups is a feature that allows multiple users to interact. At this time, you can use the groups to perform the following operations:

- a) share files
- b) share catalogues
- c) manage permissions assigned to a user group (this option is only active when purchasing a group license)

2. USER GROUPS 🐾

DEKSOFT have several levels of user groups that differ in group involvement and sub-functionality. For an overview of the various types of user groups, see the following table.

User group	Description	What could be included
Central	All users are automatically members of Central group.	Catalogues
Public	Every user can choose a group, which he can be part of.	Catalogues
User specific	Only user who gets an invitation can join the group.	Catalogues File sharing Group licenses

All users can create user groups. For permission to create Central or Public groups, please contact us at info@deksoft.eu.

To access user group settings, use the User menu, User Groups (see figure below).



Clicking on User groups opens a modal group window with overview of the groups.

2.1. OVERVIEW

In the overview section, you'll find the following groups:

- a) groups to which the user has been invited and awaiting approval
- b) groups of which the user is a member
- c) groups which the user owns
- d) the central group

By clicking on a particular group, you can open group details (see chapter 2.5). In case of an invitation to a group, you can accept or reject the invitation to group in group detail.

User groups ✕

Search in groups names

Fulltext search

Show catalogues for the application

Group filter containing catalogues for a specific program

An overview of the groups in which the user was invited. Click on a group to accept or reject the invitation


Invitations (1)

Without image

Tutorial

3086

Groups I am member of (1)



ATELIER DEK

3086

Groups I own (1)

Without image

Test

Overview of groups created by the user. You can change group settings by clicking on the group

Central groups (146)

MY ID: 1392

Overview






Public groups

Create a group

Information about me

Navigation in a modal window

For easier orientation, groups are marked with a color corner showing the following information:

	Group I am a member of and I do not have administrator rights
	Group I am a member of and I have administrator rights
	Public group I am a member of
	Public group that I am not a member of
	Inactive group

2.2. PUBLIC GROUPS

Public groups are groups that can be entered without prior invitation. Primarily these are groups representing manufacturers of building materials that are not included in the system of central groups.

How to join a public group:

- a) Click the group icon to view the group details.

User groups ×

Search in groups names

Show catalogues for the application

MY ID: 1392

- Overview
- Public groups
- Create a group
- Information about me

Groups I am member of (2)

Without image

Tutorial

3086

ATELIER DEK

ATELIER DEK

3086

Click the group icon to view the group details

- b) Kliknutím na tlačítko přihlásit a potvrzením přihlášení v modálním okně vstoupíte do skupiny. V tuto chvíli se mezi katalogy objeví i jednotlivé katalogy z vybrané skupiny.

User groups ×

PORFIX

Users

Number of users

An overview of the catalogues you gain by entering the group

Shared catalogues

No catalogues are assigned to the group

1

Permissions

No active permissions are assigned to the group

Log in to group

Log in

MY ID: 1392

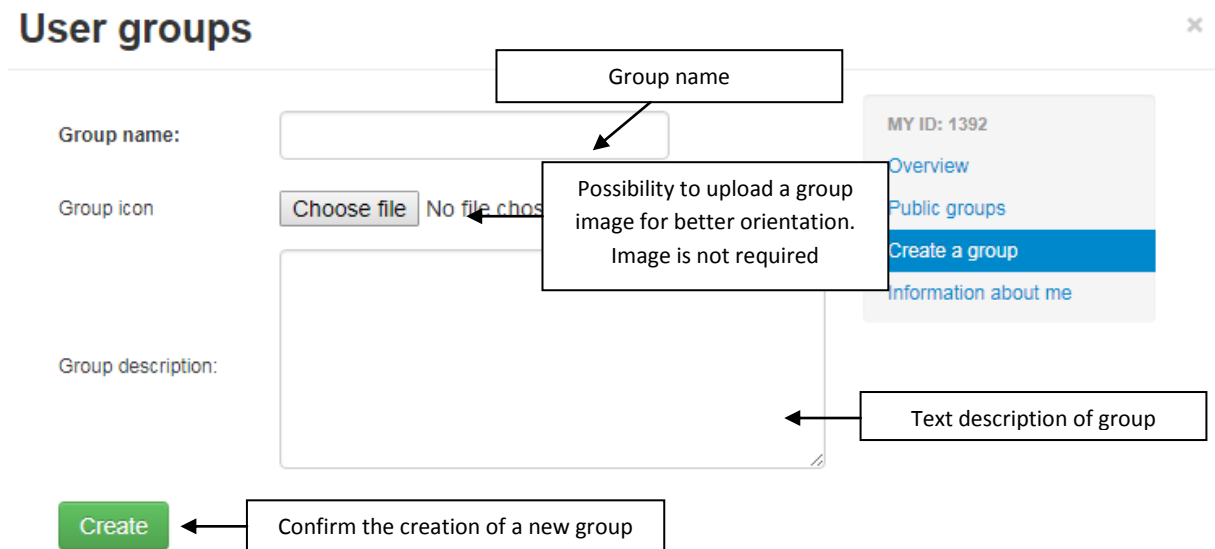
- Overview
- Public groups
- Create a group
- Information about me

DETAIL OF THE GROUP

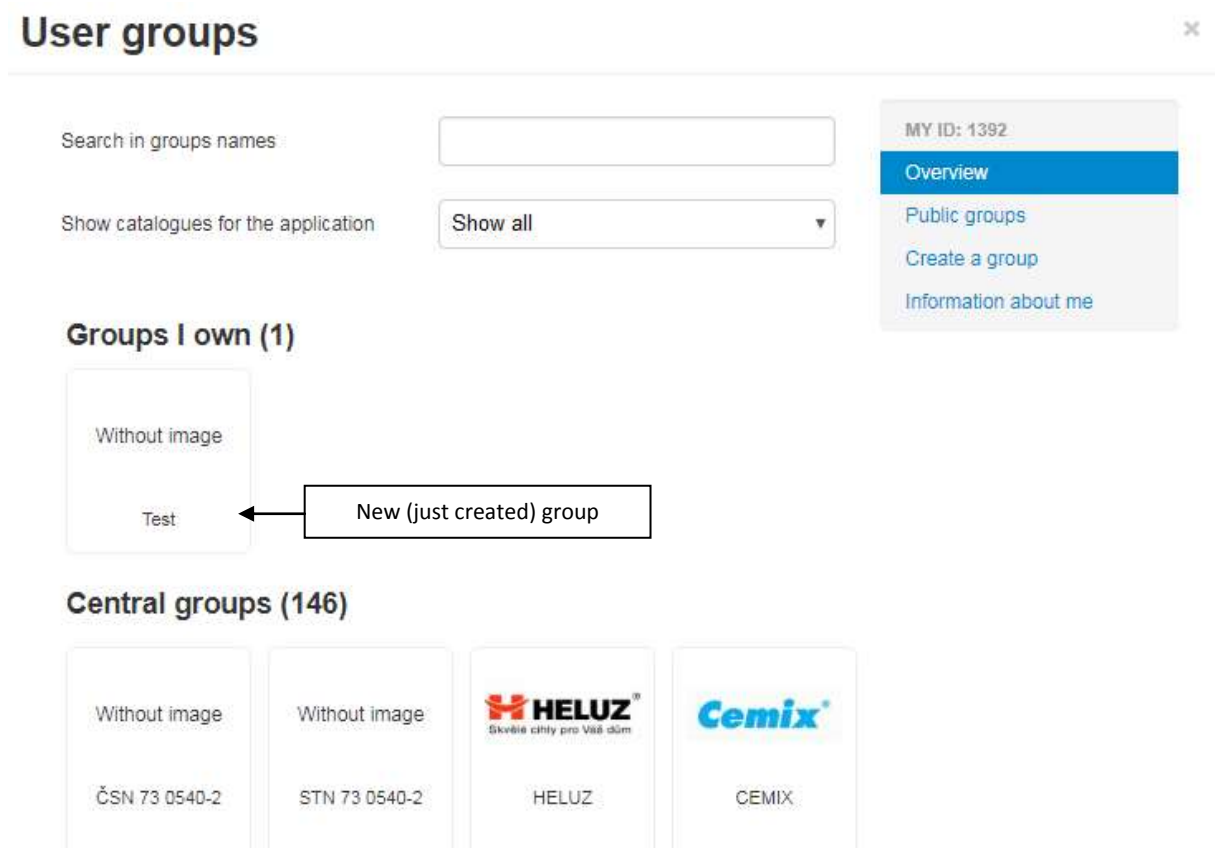
- Information
- Catalogues
- Users
- Permissions

2.3. CREATE A GROUP

Each user can create his own group. The data you enter when you create a group can be changed at any time.



Once you create a group, you will be switched to the Overview section, then click on the newly created group to perform additional tasks (see chapter 2.5 for more information).



2.4. INFORMATION ABOUT ME

In this section, you can see some statistical information including the ID number. You can also change the name that will appear when you create a catalogue or join a group.

The screenshot shows the 'User groups' interface. At the top, there is a title 'User groups' and a close button 'x'. Below the title, there is a box labeled 'Option to display a name instead of an ID' with an arrow pointing to a text input field containing 'Tutorial'. To the left, there is a list of statistics: '* My ID: 1392', 'Displayed name: Tutorial', 'Number of groups: 1', and 'Number of groups I am part of: 2'. To the right, there is a sidebar menu with options: 'MY ID: 1392', 'Overview', 'Public groups', 'Create a group', and 'Information about me' (which is highlighted in blue). At the bottom center, there is a blue 'Save' button. A note at the bottom left states '* ID is required for invitation to group'.

2.5. DETAIL OF THE GROUP

2.5.1. INFORMATION

In section DETAIL OF THE GROUP > Information, an overview of the basic information about the group is provided. You can also invite users to the group in the section. **CAUTION: To successfully enter the group, the invited user must first accept the invitation** (see chapter 2.6). To invite to the group, you need to fill in the ID of the user you want to invite and press the "+" button.

The maximum number of users in a group is automatically set to 10. If you need more users, please contact technical support at info@deksoft.eu.

The screenshot shows the 'User groups' interface for a group named 'Test'. At the top, there is a title 'User groups' and a close button 'x'. Below the title, there is a box labeled 'The current number of users who are members, including the group' with an arrow pointing to the 'Number of users' field showing '1/10'. To the right, there is a box labeled 'Maximum number of users who can join the group' with an arrow pointing to the '10' in the '1/10' field. Below the 'Number of users' field, there is a text input field for 'Invite user (ID)' and a green '+' button. A box labeled 'The field for entering the user ID you want to invite to the group' points to the input field, and a box labeled 'Button to send the invitation to the group' points to the '+' button. Below the input field, there is a section titled 'Permissions' with the text 'No active permissions are assigned to the group'. At the bottom, there are two buttons: 'Edit group' and 'Delete group'. A box labeled 'Edit of the data you entered when setting up a group' points to the 'Edit group' button, and a box labeled 'Delete group' points to the 'Delete group' button. On the right side, there is a sidebar menu with options: 'Overview', 'Public groups', 'Create a group', 'DETAIL OF THE GROUP', 'Information' (highlighted in blue), 'Catalogues', 'Users', 'Permissions', and 'Edit'.

2.5.2. CATALOGUES

In section **DETAIL OF THE GROUP > Information**, you can share DEKOSFT catalogues. To share them, you need to select the catalogue from the drop-down list and confirm with the "+" button. **CAUTION: Only catalogues that the user owns can be added to the group.**

The screenshot displays the 'User groups' interface with a sidebar on the right. The main content area is titled 'User groups' and contains several sections for sharing catalogues. The 'Test' section is expanded, showing three categories: 'THERMAL ANALYSIS', 'Interior conditions', and 'Exterior conditions'. Each category has a drop-down menu and a green '+' button. Callouts point to these elements: 'List of shared catalogues in the program' points to the 'THERMAL ANALYSIS' section; 'Drop-down list to select a catalogue to share' points to the drop-down menu in the 'Interior conditions' section; and 'Confirmation of catalogue sharing' points to the '+' button in the 'Exterior conditions' section. The 'Energetics' section is also visible, showing 'No catalogues are shared'. Below it are 'Heating elements catalogue' and 'Heat sources catalogue', each with a drop-down menu and a '+' button. The sidebar on the right shows 'MY ID: 1392' and a list of navigation options: 'Overview', 'Public groups', 'Create a group', 'Information about me', 'DETAIL OF THE GROUP', 'Information', 'Catalogues' (highlighted), 'Users', 'Permissions', and 'Edit'.

2.5.3. USERS

In section **DETAIL OF THE GROUP > Users**, a list of all users in the group is displayed. Administrators can be assigned or excluded from the group. You can also invite users to the group at the same time

The screenshot displays the 'User groups' interface. At the top left, the title 'User groups' is shown. Below it, the group name 'Test' is visible. A table lists users with columns for name, ID, and email. The first row shows 'koci' with ID '3086' and email 'petr.kocian@dek-cz.com'. The second row shows '3086' with email 'jan.stasek0@gmail.com'. Below the table is an 'Invite user (ID)' form with a green '+' button. A sidebar menu on the right includes options like 'Overview', 'Public groups', 'Create a group', 'Information about me', and 'DETAIL OF THE GROUP' with sub-items 'Information', 'Catalogues', 'Users' (highlighted), 'Permissions', and 'Edit'. Three callout boxes provide instructions: 'Invite new user' points to the '+' button, 'Assign / remove administrator rights' points to a star icon, and 'Excluding user from the group' points to a 'no' symbol icon.

Name	ID	Email
koci	3086	petr.kocian@dek-cz.com
3086		jan.stasek0@gmail.com

Invite user (ID) +

DETAIL OF THE GROUP

- Information
- Catalogues
- Users**
- Permissions
- Edit

2.5.4. PERMISSIONS

In section **DETAIL OF THE GROUP > Permissions**, you see a list of group permissions assigned to the group. Group licenses are automatically set to all members of the user group. The Group Permissions System allows you to efficiently manage your business licenses when your license is not linked to a specific user account but to a user group membership. It is possible to deal effectively with situations where personnel changes occur.

If you are interested in group licenses, please contact our technical support at info@deksoft.eu.

User groups

The screenshot displays the 'User groups' management interface. At the top, a 'Test' group is shown with two 'FVE' modules and a license duration of '01.11.2016 - 01.12.2016'. Annotations with arrows point to these elements: 'Overview of modules for which a group license is assigned' points to the 'FVE' modules; 'Overview of programs for which a group license is assigned' points to the 'FVE' label; and 'Duration of licenses' points to the date range. On the right, a sidebar menu includes 'MY ID: 1392', 'Overview', 'Public groups', 'Create a group', 'Information about me', and a 'DETAIL OF THE GROUP' section with links for 'Information', 'Catalogues', 'Users', 'Permissions' (which is highlighted in blue), and 'Edit'.

2.6. ACCEPTING AND INVITATION TO A GROUP

If you receive an invitation to a user group, you will be notified of this by a number near the user icon and the user group.

The screenshot shows the ENERGETIKA application interface. The top navigation bar includes 'Input', 'Calculation', and 'Results'. The main content area is titled 'Welcome to ENERGETICS' and contains a 'Module selection' section with buttons for 'MÉS', 'NZU', 'HOD', and 'EČM'. A 'Sample file' list is visible on the right. A user profile dropdown menu is open, showing 'Ivočan petr (ID 1362)' and options for 'Settings', 'Messages', 'User groups', 'Tutorials', and 'Log out'. A red arrow points to the 'User groups' option in the dropdown.

When you open a modal window of the user groups, the invitations section shows all the groups that the user was invited to.

User groups

The screenshot shows the 'User groups' modal window. At the top left, there is a search bar labeled 'Search in groups names' and a dropdown menu labeled 'Show catalogues for the application' with 'Show all' selected. On the right side, there is a user profile sidebar with 'MY ID: 1392' and a menu containing 'Overview', 'Public groups', 'Create a group', and 'Information about me'. Below the search filters, the text 'Invitations (1)' is displayed in red. A red arrow points to a single invitation card. The card has a placeholder image labeled 'Without image', the group name 'Tutorial', and the number '3086'.

Clicking on the group will display the detail of the group in which you can Log in or Reject an invitation to the group.

User groups

The screenshot shows the 'User groups' modal window displaying the details for the 'ATELIER DEK' group. The group name 'ATELIER DEK' is at the top left. Below it is the group logo. To the right of the logo, the text 'Users' is followed by 'Number of users' and '1/10'. Below this, the text 'Shared catalogues' is followed by 'No catalogues are assigned to the group'. Underneath, the text 'Permissions' is followed by 'No active permissions are assigned to the group'. At the bottom of the main content area, there are two buttons: a green '+ Log in' button and a grey '- Reject' button. Below these buttons are two boxes: 'Log in to group' with an arrow pointing to the '+ Log in' button, and 'Reject te invitation to group' with an arrow pointing to the '- Reject' button. On the right side, there is a user profile sidebar with 'MY ID: 1392' and a menu containing 'Overview', 'Public groups', 'Create a group', and 'Information about me'. Below this menu, the text 'DETAIL OF THE GROUP' is followed by a sub-menu with 'Information', 'Catalogues', 'Users', and 'Permissions'. The 'Information' item in the sub-menu is highlighted in blue.

2.7. LOG OUT OF THE GROUP

If you want to leave a group, click on the group in the Overview section to view the group details.

The screenshot shows the 'User groups' overview page. At the top, there is a search bar labeled 'Search in groups names' and a dropdown menu labeled 'Show catalogues for the application' with 'Show all' selected. On the right, a sidebar shows 'MY ID: 1392' and a menu with 'Overview' (highlighted), 'Public groups', 'Create a group', and 'Information about me'. The main content area is titled 'Groups I am member of (2)'. It contains two group cards. The first card is labeled 'Without image' and 'Tutorial' with a count of 3086. The second card is for 'ATELIER DEK' with a count of 3086. A red arrow points to the 'ATELIER DEK' card.

You can leave the group using the Log out button. **CAUTION: Re-entry into the group is only possible by sending a new invitation.**

The screenshot shows the 'ATELIER DEK' group details page. The group name 'ATELIER DEK' is at the top left. Below it is the group logo. The page is divided into sections: 'Users' (Number of users: 2/10), 'Shared catalogues' (No catalogues are assigned to the group), and 'Permissions' (No active permissions are assigned to the group). At the bottom of the main content area, there is a red button labeled 'Log out' with a left-pointing arrow. A red arrow points to this button. On the right, a sidebar shows 'MY ID: 1392' and a menu with 'Overview', 'Public groups', 'Create a group', and 'Information about me'. Below this is a section titled 'DETAIL OF THE GROUP' with a menu where 'Information' is highlighted, and 'Catalogues', 'Users', and 'Permissions' are listed below.

2.8. SHARED FILES

Within the user group, you can use the **Shared files** feature on the server storage. The **Shared files** folder is created automatically when the group is created and is visible in the **Shared files** section in the server storage environment.

File open



/				New folder	
<input type="checkbox"/>	Name	↑	Created	Changed	
<input type="checkbox"/>	Shared files				
<input type="checkbox"/>	2013				
<input type="checkbox"/>	2014				
<input type="checkbox"/>	2015				
<input type="checkbox"/>	2016				
<input type="checkbox"/>	2017				



Clicking the **Shared files** button opens a list of all user groups that the user is a member of. By saving the file to a user group folder, the file becomes accessible to all members of the user group. Working with a shared folder is the same as standard work on the server storage. **CAUTION: In the current version, it is not possible for multiple users to work with the same file (it is possible to open the same file to multiple users). If multiple users make adjustments at the same time, data may be lost.**

File open ×

The File Sharing feature is tied to the creation of the User Group (group creation can be done in the user menu). Once a user group is created, a shared directory with the same name as the group name into which the files to be shared can be automatically created. These files will be visible to all users who are members of the appropriate user group

WARNING: In the current version, it is not possible to work multiple users on the same file (it is possible to open the same file to multiple users). If multiple users make adjustments at the same time, data may be lost.

/+ New folder

	Name	↑	Created	Changed
↑ ..				
ATELIER DEK				
Test				
Tutorial				

Server Local computer

3. PROGRAM UPDATES

Program update process is a great benefit of web application format. You enter the program using a web browser and the program itself runs on high-performance servers. You are always sure to use the latest version of the application without the need for any installation, or to watch the release date of the new version.

4. TROUBLESHOOTING

There should be no more serious problems when working with the program. If problems still occur, we recommend following the below mentioned points.

- a) Do you use a supported web browser?

Supported browsers include: [Mozilla Firefox](#), [Google Chrome](#), [Apple Safari](#) and [Opera](#)

- b) Have you tried to close and reopen the web browser?
- c) Have you tried to restart your computer?
- d) Have you tried to clear the browser cache?
 - For Google Chrome use Ctrl + Shift + Del and *Empty Cache*
 - For Mozilla Firefox using Ctrl + Shift + Del and *Cache*
 - For Opera, use Ctrl + Shift + Del and *Delete cache*

If all questions are answered yes and the problem persists, please send a short description with your file to info@deksoft.eu. We will try to find the cause of the problem as quickly as possible and remove it.

You can always find the latest version of the documents at www.deksoft.eu.

If you did not find the necessary information in the document, please contact us at info@deksoft.eu.