III DEKSOFT®

USER GROUPS

Sharing of files, catalogues, licenses

CONTENTS

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

MY ID: 1392

Overview

Public groups

Create a group

Information about me

Show catalogues for the application   Show all ▾

Group filter containing catalogues for a specific program

Navigation in a modal window

Invitations (1)

Without image

Tutorial

3086

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

Groups I am member of (1)

ATELIER DEK

ATELIER DEK

3086

An overview of groups to which the user has entered. There are public groups and user groups listed here

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)

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.

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.

An overview of the catalogues you gain by entering the group

Log in to group

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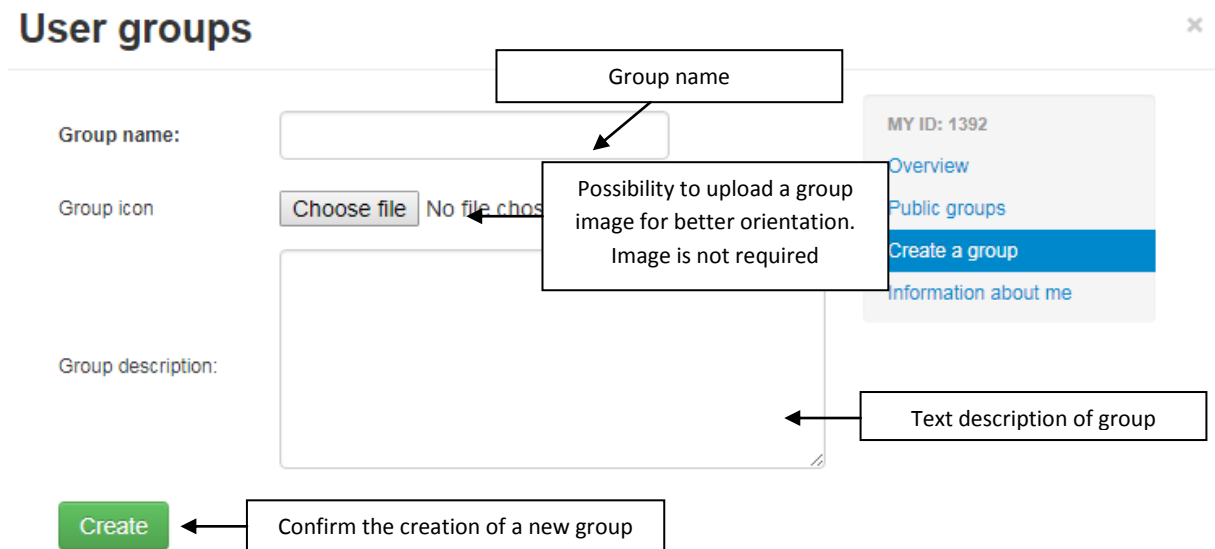
Once you create a group, you will be switched to the Overview section, then click on the newly created group to perform additional tasks (see chapter 2.5 for more information).
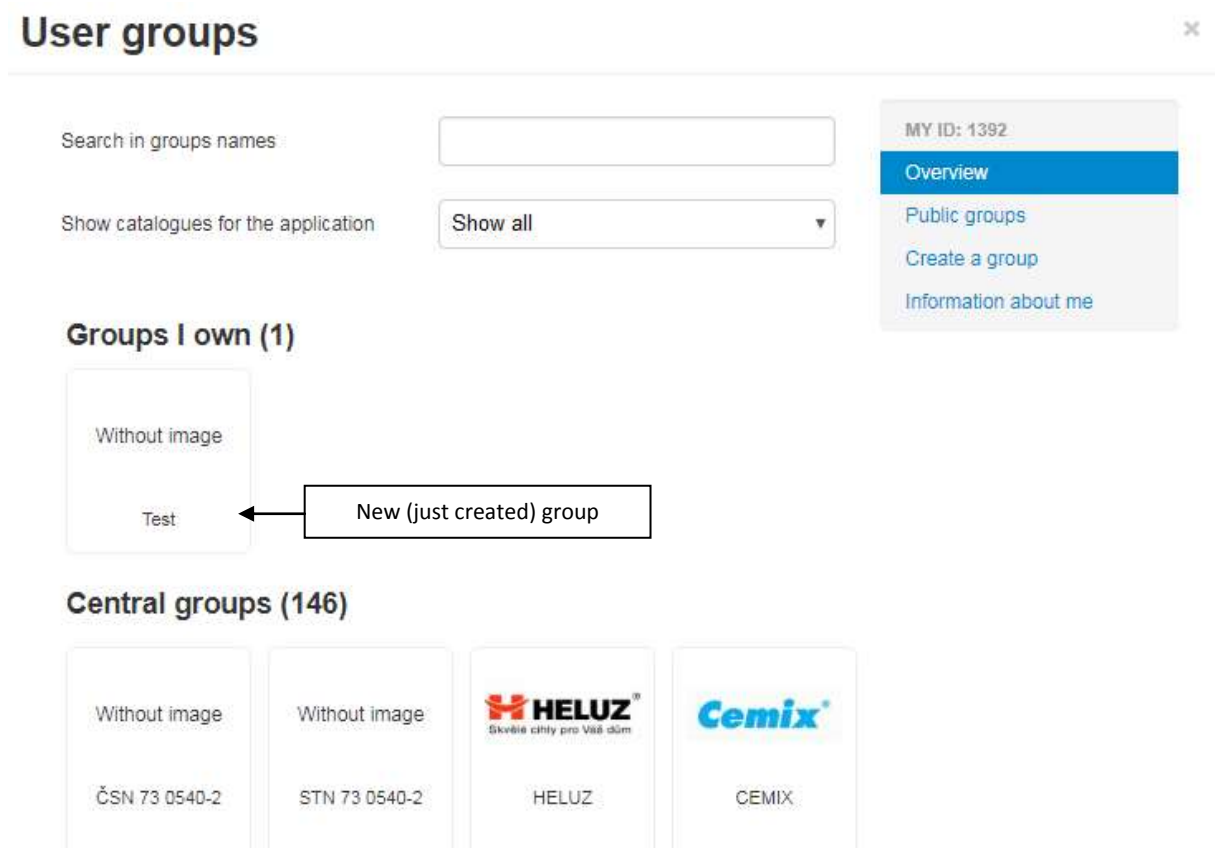
2.4. INFORMATION ABOUT ME

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.

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.

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.**

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

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.

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.

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

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

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.

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

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.

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.**

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.