



USER ADMINISTRATION AND PROFILE ADMINISTRATION

Digitale Serviceplattform

IDENTIFICATION DATA

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1 DISPLAY CONVENTIONS

1.1 STATUS MESSAGES

Examples of display of status messages which appear during user interactions and which give helpful feedback.

 If problems arise, tell your administrator about the status messages.

Successful execution

 The acknowledgement code was sent successfully. You will shortly receive an e-mail. 

Fault message

 Error - please check the data entered. 

1.2 INSTRUCTIONS FOR ACTION

- ✓ Precondition that must be satisfied before the action can be performed.
- a) Action steps that must be taken in succession.
- ⇒ Intermediate result or final result.

2 GENERAL

Section	Overview
Home page [▶ 6]	General information about user registration and login on the home page
Administration [▶ 12]	Basic functions for user administration and profile administration
Administration [▶ 16]	Administrative activities
General password rules [▶ 18]	Password rules

Tab. 1: Short overview of the section

Refer also to

- 📖 Create user account [▶ 6]
- 📖 Forgotten password [▶ 10]
- 📖 Change password [▶ 12]
- 📖 Functional overview of user administration [▶ 5]
- 📖 Personal user profile [▶ 13]

2.1 FUNCTIONAL OVERVIEW OF USER ADMINISTRATION

Functional overview of access rights

Function	ToolScout user	Administrator
User administration		✓
Register user	✓	
Enable user		✓
Create new user		✓
Edit role(s)		✓
Delete user		✓
Deactivate user		✓
View user profile	✓	✓
Edit user profile	✓	✓
Change password	✓	✓
Delete user profile	✓	✓

Tab. 2: Who is allowed to do what?

2.2 SYSTEM REQUIREMENTS



Activate cookies and Java Script.

Browser	Version
Google Chrome	Version 73 or higher
FireFox	Version 65 or higher
Internet Explorer	9 optionally supported
	10 optionally supported
	11 optimised display
Microsoft Edge	-

Tab. 3: Supported browsers

3 HOME PAGE

3.1 CREATE USER ACCOUNT

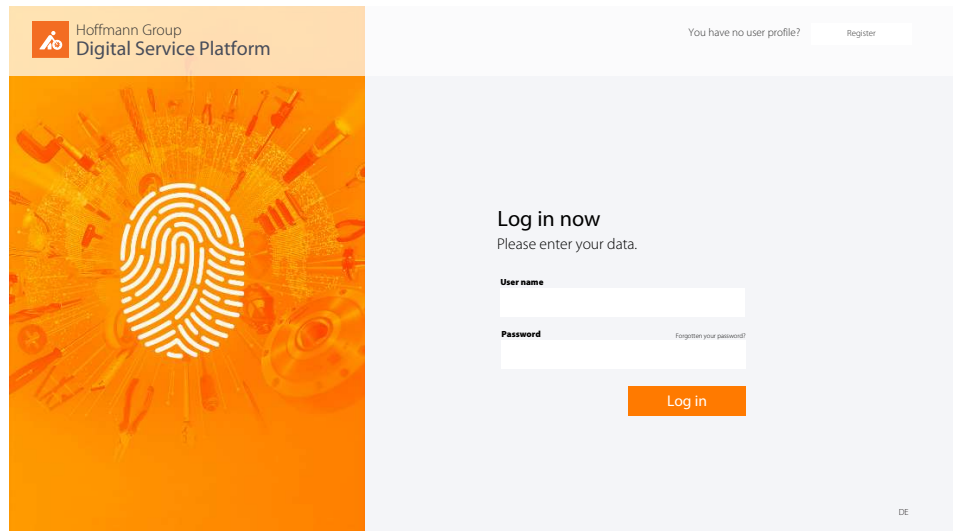


Fig. 1: Log in

Switch to registration

You have no user profile?

Register

Switch to registration

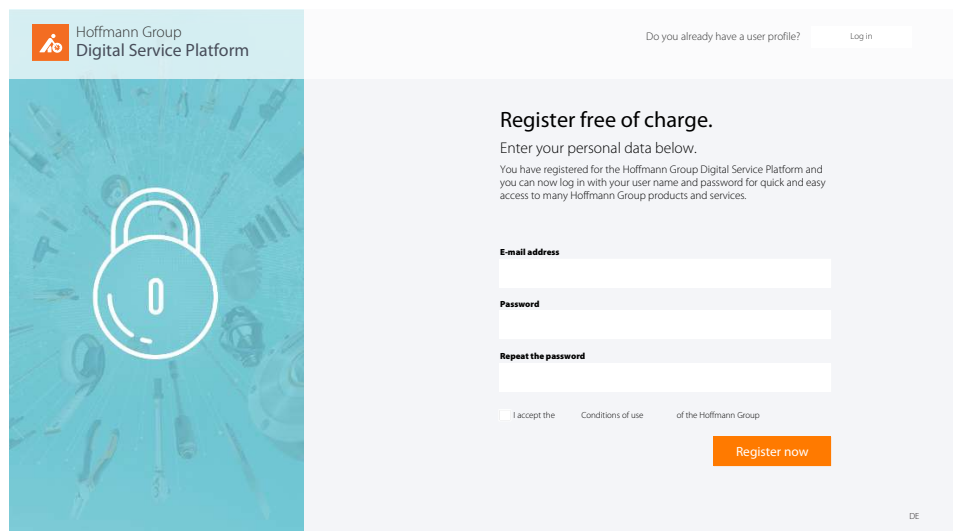


Fig. 2: Registration for a user account

Input mask for user registration

Register free of charge.

Enter your personal data below.

You have registered for the Hoffmann Group Digital Service Platform and you can now log in with your user name and password for quick and easy access to many Hoffmann Group products and services.

E-mail address

Password

Repeat the password

I accept the Hoffmann Group general conditions of use.

[Register now](#)

Choose a password, input it and confirm it

Fig. 3: Detail view: Register free of charge

- ✓ User account not yet available.
 - ✓ Comply with the General password rules [▶ 18].
 - a) Input the e-mail address and desired password, repeat the password.
 - b) Accept the conditions of use and confirm them with [Register now](#).
- ⇒ Click on the link in the e-mail you received and Round off the registration [▶ 8].

Successful user registration

Thank you very much

You have registered for the Hoffmann Group Digital Service Platform and you can now log in with your user name and password for quick and easy access to many Hoffmann Group products and services.

You will shortly receive an e-mail acknowledging this. Please click on the link it contains, in order to complete your registration.

[Send again](#)

Fig. 4: Detail view: Successful registration

Refer also to

- [Create user account \[▶ 6\]](#)

3.2 ROUND OFF THE REGISTRATION

Complete the user registration

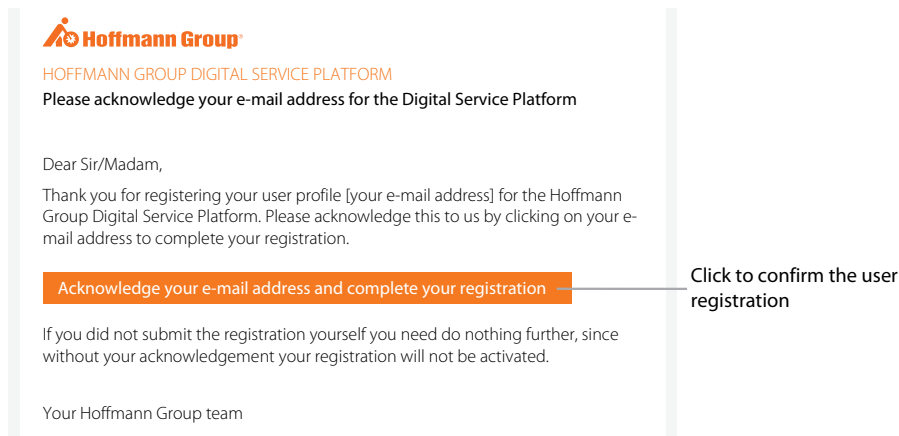



Fig. 5: Detail view: Acknowledge your e-mail address and complete your registration

- ✓ Receive e-mail about registration of the user profile.
- ✓ Complete the user registration only with a customer number.
 - a) Confirm the e-mail address.
 - b) Round off the user registration in the next step.
- ⇒ Complete the user registration, Log in [▶ 8].

Input your personal data

Fig. 6: Detail view: Input your personal data and now register

3.3 LOG IN

-  Log in after successful registration or after approval by the administrator.

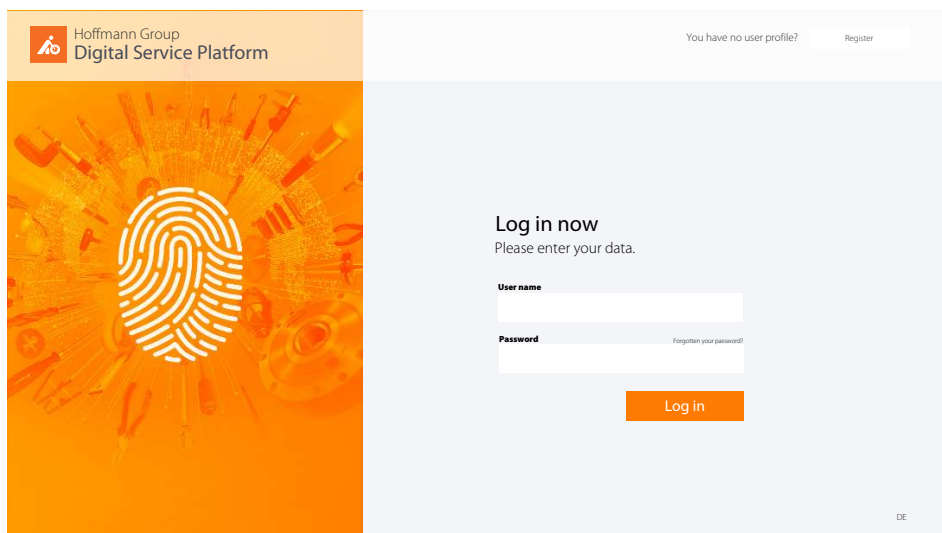


Fig. 7: Log in

User log in

Input the access data.

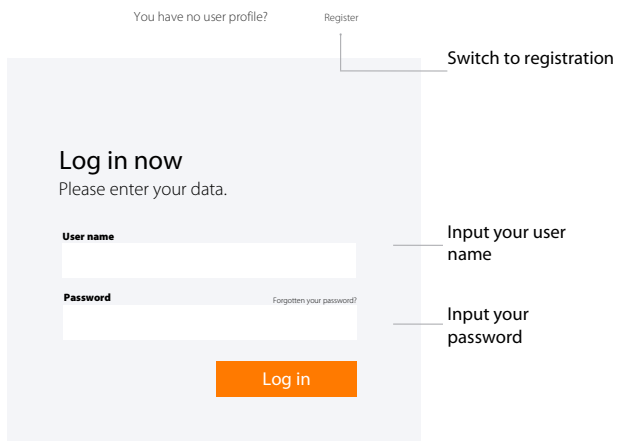


Fig. 8: Detail view: Log in now

✓ Access data known.

a) Input the user name and password, click on **Log in** to confirm.

b) Click on **Register** to register a new user.

3.4 FORGOTTEN PASSWORD

Forgotten password
We will be happy to send you an acknowledgement code for assignment of a new password.

User name

Send an acknowledgement code

Request an acknowledgement code by e-mail

Fig. 9: Detail view: Forgotten password

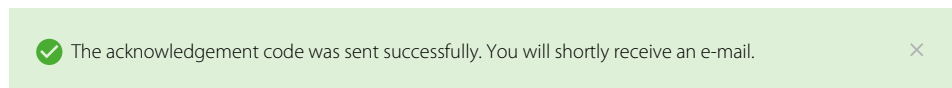


Fig. 10: Status: Acknowledgement code sent successfully

- ✓ Click on [Forgotten your password?](#) in the login window.
- a) Input your user name.
 - ⇒ A code for resetting the password is sent to the stored e-mail address.

i The acknowledgement in the e-mail is valid for 5 minutes.

Input the acknowledgement code

Enter acknowledgement code
You will shortly receive an acknowledgement code by e-mail. Please enter it here.

Code

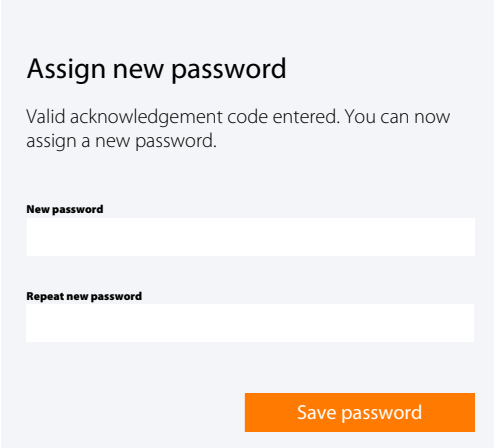
Check acknowledgement code

Input the acknowledgement code you received by e-mail

Fig. 11: Detail view: Input the acknowledgement code

- ✓ Receive an e-mail with the acknowledgement.
- ✓ If no e-mail is received, report this to the administrator.
- a) Input the code from the e-mail into the input mask.
 - ⇒ Assign a new password.

Comply with the General password rules [▶ 18].



The screenshot shows a web form titled "Assign new password". Below the title is a message: "Valid acknowledgement code entered. You can now assign a new password." There are two input fields: the first is labeled "New password" and the second is labeled "Repeat new password". At the bottom right of the form is an orange button labeled "Save password".

Fig. 12: Detail view: Assign a new password

- b) Log in [▶ 8] appears.
- c) Input the user name and password to log in.

4 ADMINISTRATION

ToolScout, user administration, frequently asked questions.

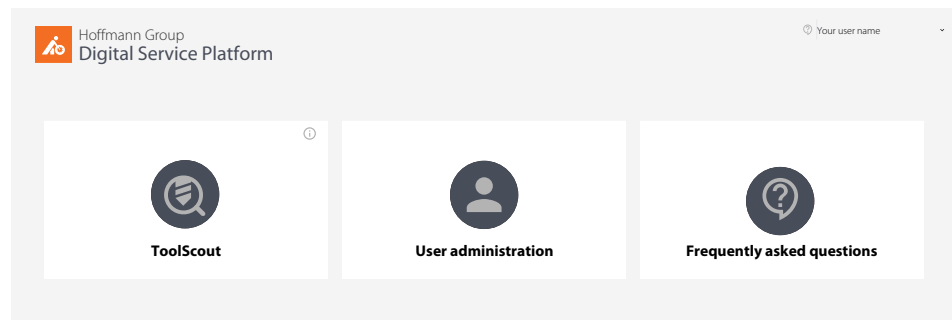


Fig. 13: Menu fields

4.1 CHANGE PASSWORD

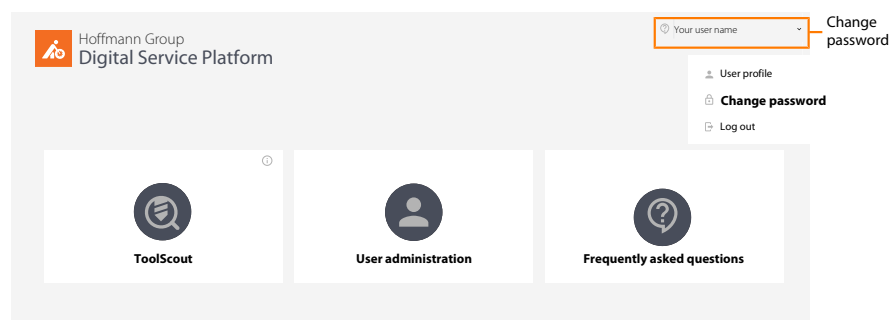


Fig. 14: Detail view: In the user menu, click on “Change password”.

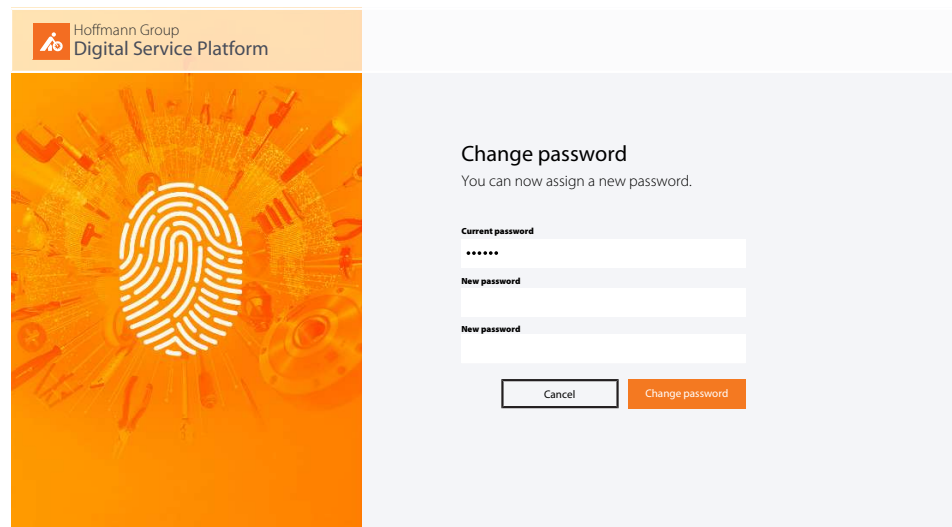


Fig. 15: Change the password on the home page

- ✓ In the user menu, click on “Change password”.
- a) Input the current password.
- b) Assign the new password and repeat the input.
- c) Confirm with “Change password”.
- ⇒ Log in with the new password on the home page.

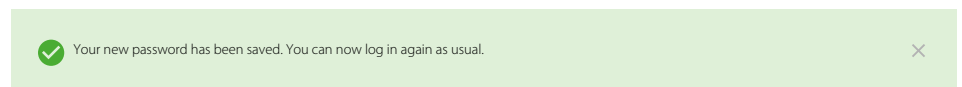


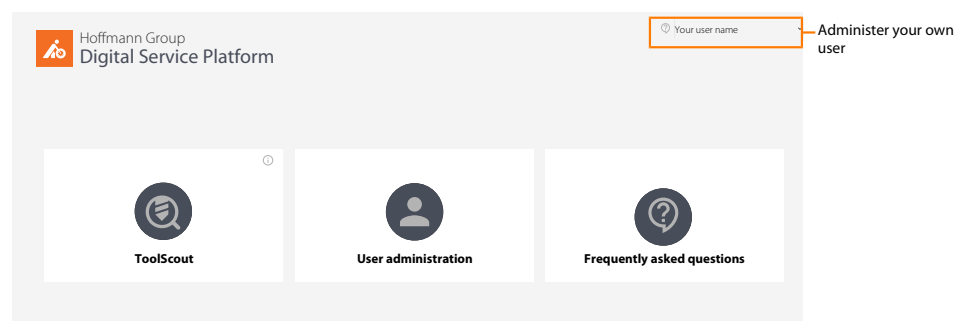
Fig. 16: Status message: New password successfully assigned.

Refer also to

- General password rules [▶ 18]

4.2 PERSONAL USER PROFILE

- Subsequently either Edit user profile [▶ 14], Change password [▶ 12] or log off.



Detail view

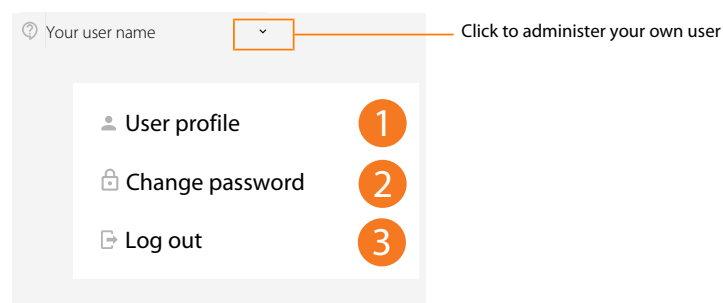


Fig. 17: Detail view: Administer your own user profile

4.2.1 OVERVIEW

- Click on "Edit user profile" to add to or modify your own user profile.

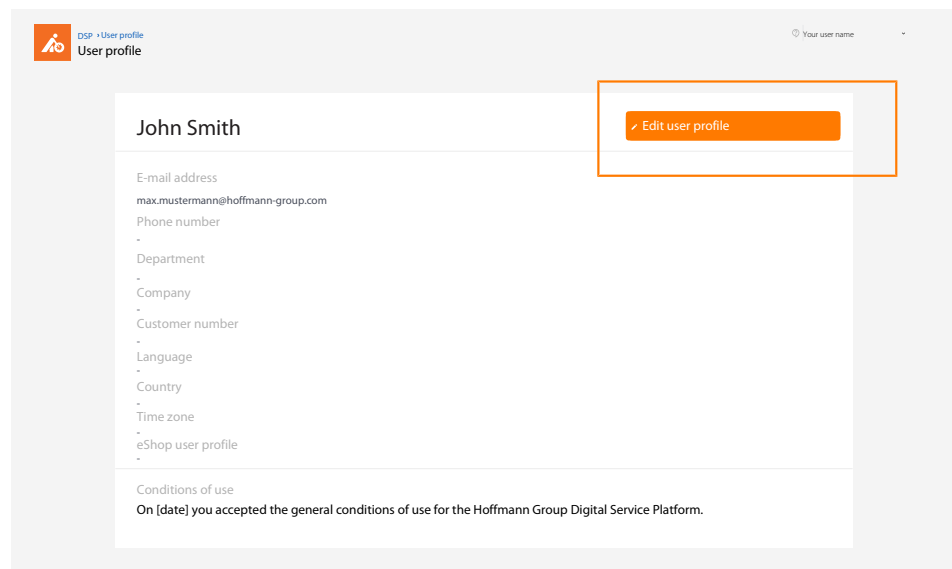



Fig. 18: Overview: User profile

4.2.2 EDIT USER PROFILE

 Make changes to the personal data here. eShop access data can be stored here.

Edit user profile

Edit user profile
✕

Title

First name

Surname

E-mail address

Phone number

Department

Company

Customer number

Language

Country

Time zone

Password

You can change your personal password for the Digital Service Platform directly in our Hoffmann Group Service.

[Change password](#)

Hoffmann eShop

To make it easier for you to log in to the Hoffmann Group eShop in future, you can link your access data for the eShop to your user profile. To do this, simply register your eShop access data here.

[Register access data](#)

Conditions of use

On [date] you accepted the general conditions of use for the Hoffmann Group Digital Service Platform.

[Delete user profile](#)

Cancel
Save changes

Fig. 19: Detail view: Edit your own user profile

4.2.3 DELETE USER PROFILE

i After the user profile has been deleted, the user no longer has access. Registration will have to be performed again. The last administrator cannot delete himself.

Password

You can change your personal password for the Digital Service Platform directly in our Hoffmann Group Service.

[Change password](#)

Hoffmann eShop

To make it easier for you to log in to the Hoffmann Group eShop in future, you can link your access data for the eShop to your user profile. To do this, simply register your eShop access data here.

[Register access data](#)

Conditions of use

On [date] you accepted the general conditions of use for the Hoffmann Group Digital Service Platform.

[Delete user profile](#)

Cancel
Save changes

Fig. 20: Detail view: Delete user profile, store eShop access data.

4.3 ADMINISTRATION

i Administrators have access here to user administration.

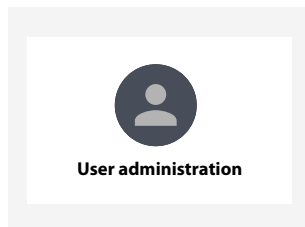


Fig. 21: Detail view: User administration

User administration overall view

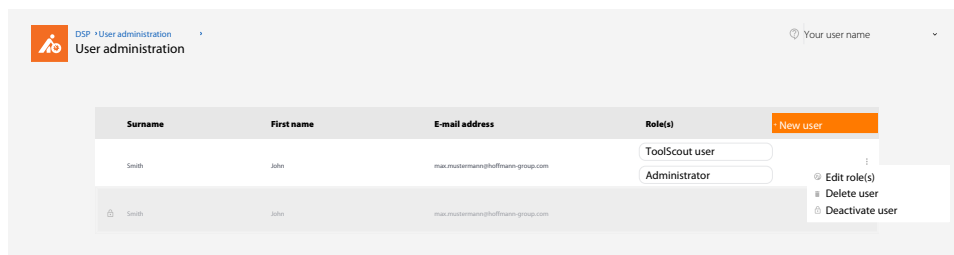


Fig. 22: Detail view: User overview and user administration as administrator

4.3.1 EDIT USER

Edit user role, delete user, deactivate user

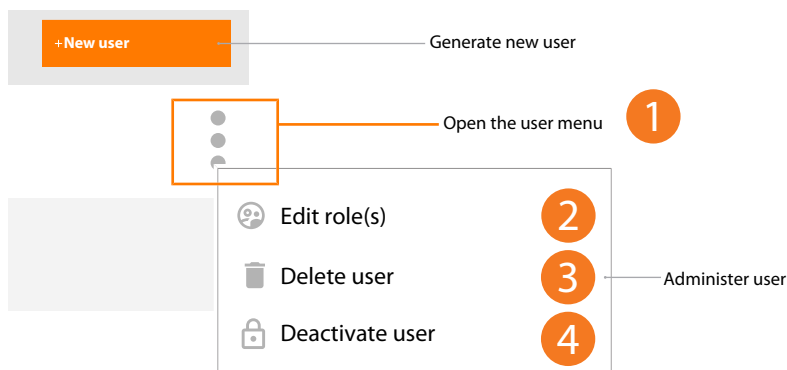




Fig. 23: Detail view: Edit user

a) [2] Click to edit user role.

- b) [3] Click to delete user.
- c) [4] Click to deactivate user.

 The last administrator cannot delete himself nor be changed from his user role.

Edit user roles

 Select user rights.

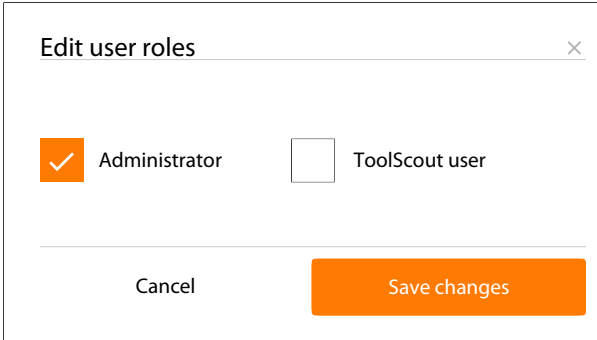


Fig. 24: Detail view: Administrator, ToolScout user

4.3.2 CREATE NEW USER

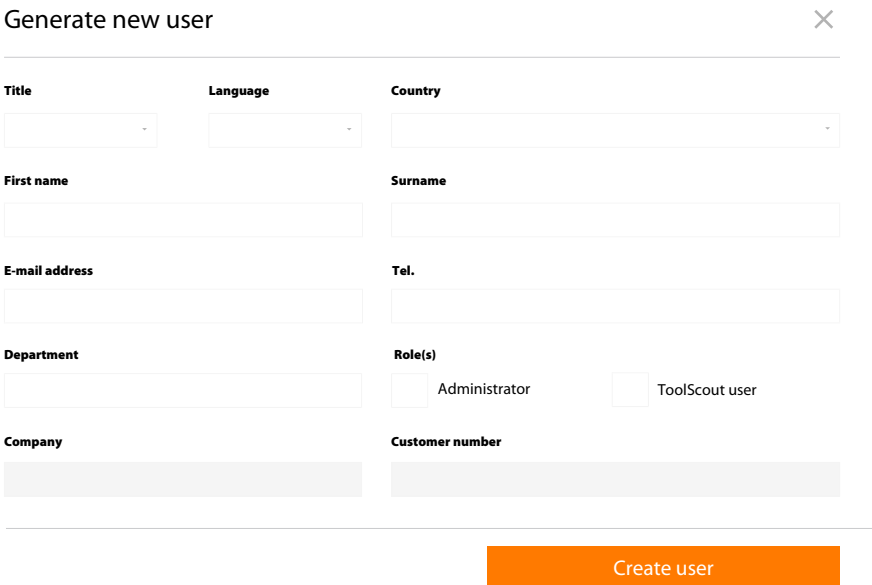



Fig. 25: Detail view: Create new user and assign role(s)

5 GENERAL PASSWORD RULES

 The Hoffmann Group has no way of knowing the stored passwords. We never send out unsolicited e-mails asking for personal data. Please comply with the conditions of use.

Password rules:

- at least 8 characters
- at least one upper-case letter
- at least one special character
- at least one number

NOTIZEN

