

Portal Administrators Guide

Table of Contents

1

Login and Password Management

2

User and Group Management

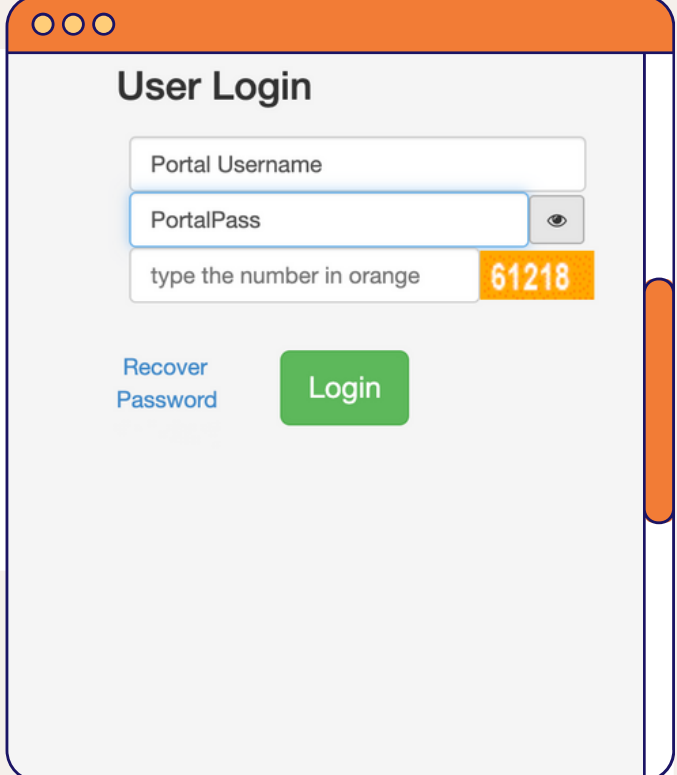
3

License Management

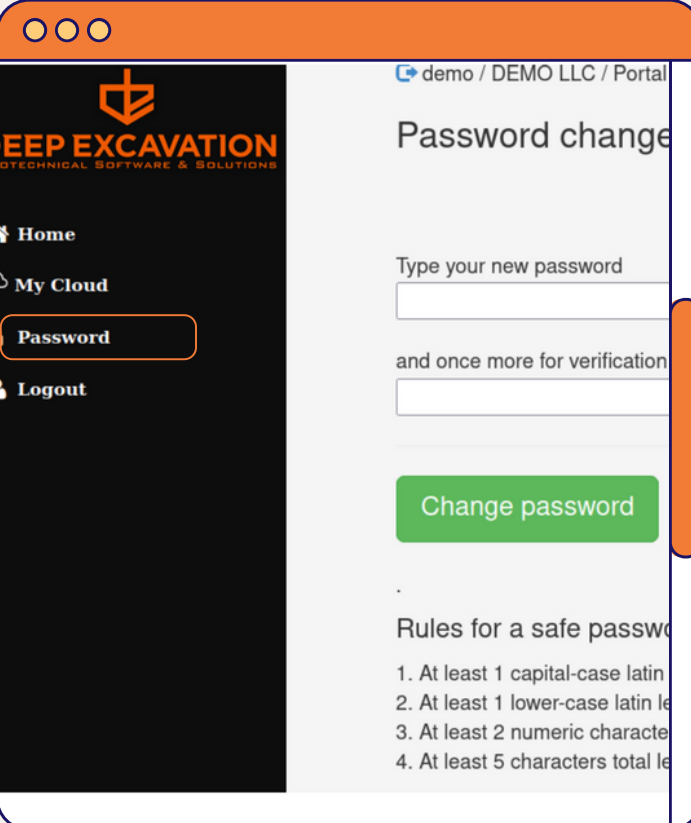
Login and Password Management

To Log into the portal:

- Visit <https://portal.deepexcavation.com/>
- Click '**Login**'
- Enter the **Portal Username** and **Portal Password** provided by the Deep Excavation activations team
- Fill in the number displayed in the orange box
- Click '**Login**'



The image shows a browser window titled "User Login". It contains three input fields: "Portal Username", "PortalPass" (with a toggle eye icon), and a CAPTCHA field labeled "type the number in orange" with the number "61218" displayed in an orange box. Below the fields are two buttons: "Recover Password" (blue text) and "Login" (green button).



The image shows a browser window titled "Password change". It features a sidebar on the left with the "DEEP EXCAVATION" logo and navigation links: "Home", "My Cloud", "Password" (highlighted), and "Logout". The main content area has the heading "Password change" and two input fields: "Type your new password" and "and once more for verification". A green "Change password" button is positioned below the fields. At the bottom, there are "Rules for a safe password" listed as: 1. At least 1 capital-case latin, 2. At least 1 lower-case latin le, 3. At least 2 numeric character, 4. At least 5 characters total le.

After your log in, we strongly suggest to change your portal password for security reasons by:

- Click '**Password**'
- Enter your new password
- Click '**Change Password**'

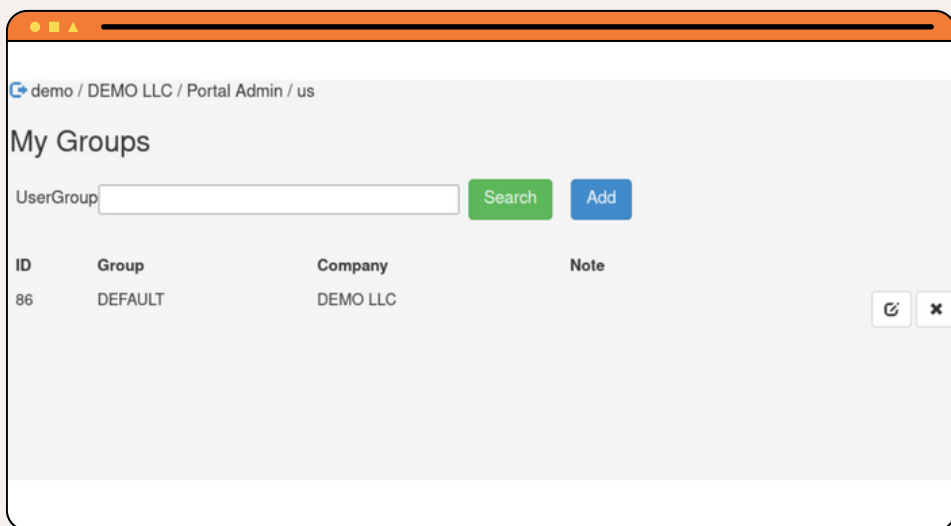
User and Group Management

A portal administrator can manage: a. **Groups** and b. **Users**

Each **license** is assigned to a **Group**.


By default, your purchased license will be assigned to a **Group** usually taking the form of: "SOFTWARE_NAME-ORDER_ID"

Inside this **Group**, a **User** is automatically created under the Portal Administrator contact details. There is a possibility to remove this **User**, as well as adding new users to this **Group**.

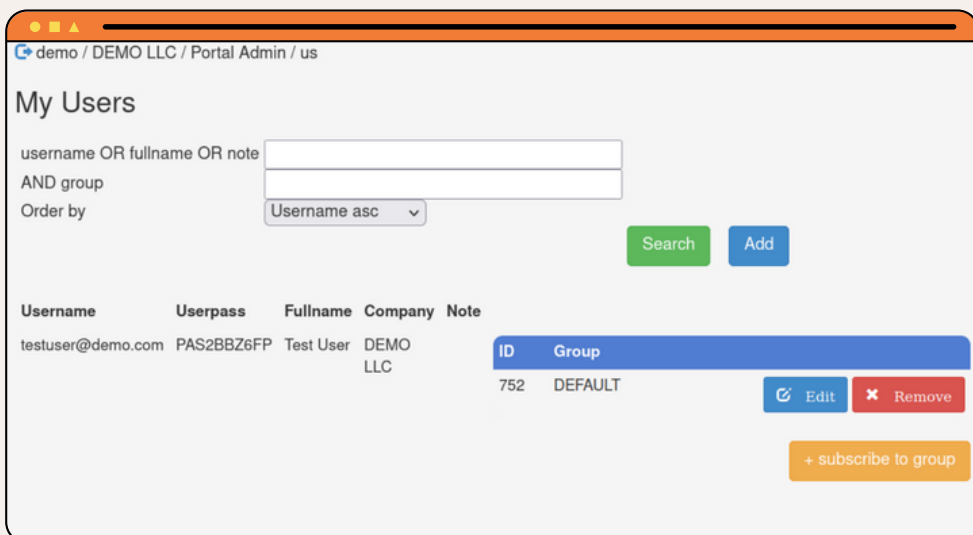


To add/ manage the Groups (Optional) :

- From the side menu Click '**My Cloud**'
- Select '**My Groups**'

You can click the edit button  next to your **Group** to rename it or to add a note.

You can create a custom **Group** by clicking '**Add**'




To add new Users (Optional) :

- From the side menu Click '**My Cloud**'
- Select '**My Users**'
- Select '**Add**'
- Fill in the **User's** 'Full Name', 'Username' (Email), and click '**Generate**' to generate their password
- Select the user's **Group**
- Click '**Save**'

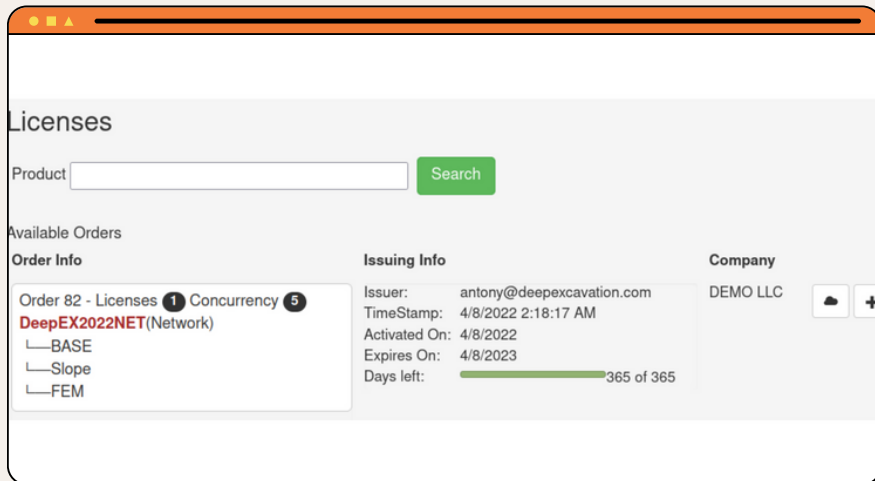
The new User will be placed only in the selected **Group**. To allow **User** access to multiple licenses (if any), click '**+Subscribe to Group**' and choose the additional related **Group(s)**.

To manage the existing Users (Optional) :

Next to each **User**, the associated **Groups** appear. You can click the edit button  to edit the **User** details (reset the password, change the name, change the Group, etc.).

To remove a **User** from a **Group**, click **x** next to the related **Group**.

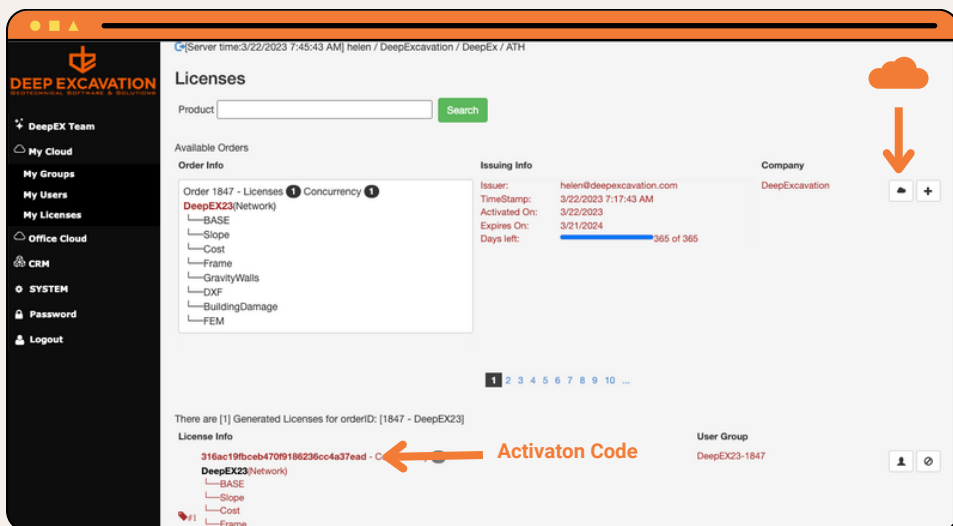
License Management



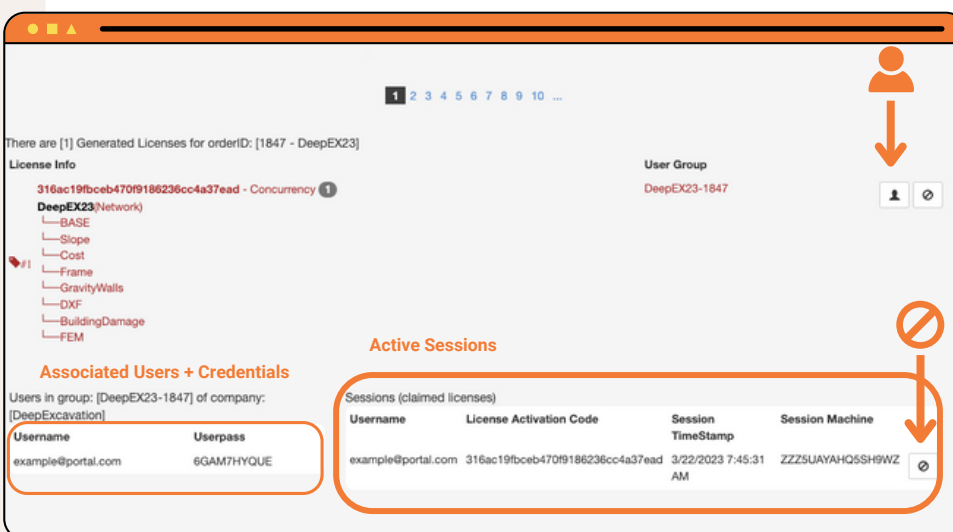
To review your License details :

- From the side menu Click '**My Cloud**'
- Select '**My Licenses**'

In this section you can review the software **modules**, the **expiration date**, the license **type** (Single/Network) and the Network **concurrency** (if applicable).




Click the cloud icon ☁ next to your License to expand the License information. An expanded table will provide you with additional information such as the **activation code** (32 alphanumeric characters) and the license's associated Group.



Click the user icon 👤 next to the license **Group** to expand the **Users** information. An expanded table will provide you with the Usernames/Passwords of the associated **Users**, and the **Sessions** will show the active users. In case the **Sessions** section is empty, it means that there are no sessions at the moment.

To **revoke** a **User's** session, click the prohibition sign 🚫 right next to their session.

 **TIP :** You can share this link with the end-users, so they can externally access valuable information regarding the license (License Status, Concurrency, Active Sessions, and Portal Administrator Contact information) using their Activation Code.