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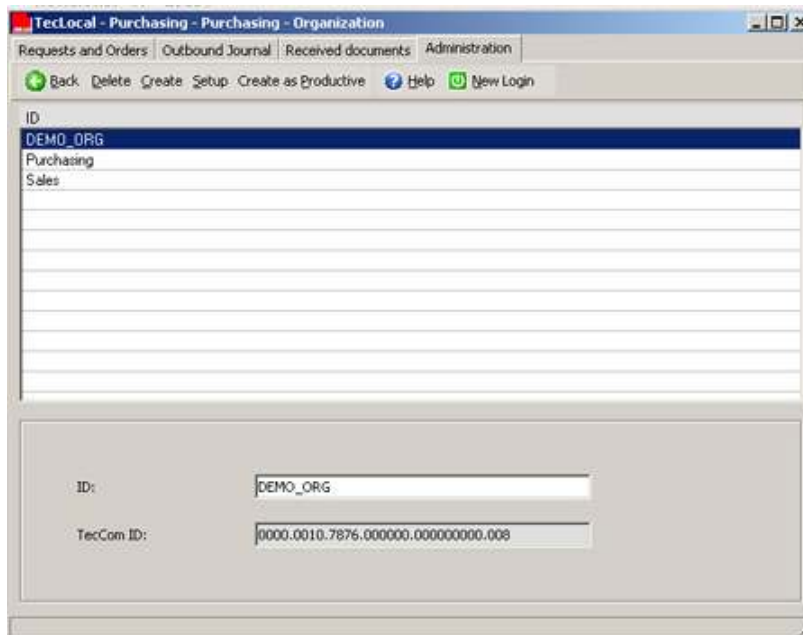
**Tips & Tricks – TecLocal 3.0: Set up Organizations and Turn Them on for Business!**

In this edition of Tips & Tricks you will learn how to set up organizations and bring them online for business. This is useful for a new installation or to add an organization. It is important to note the differences between single-seat and multi-seat installations.

**New Installation of TecLocal**

After you have completed installation go into the functional area **Administration** and click on **My TecCom – Organization**. In the menu that opens click on **Create as Productive**. **Create as Productive** for an organization means that you can use your TecCom access data (username and password) to log in to the TecCom network as a customer. The TecID is tied to the registration data you sent to TecCom. You can view the data under **Administration – Extra – TecCom**. The TecID, the company name, the country and your role cannot be changed. You can change all other data and make the new versions available for all TecCom users with **Report**. You can select any organization name you wish for your company or the subsidiary that will use this TecID.

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1. In the dialog window that opens first enter the **ID (organization name)**.



2. Confirm your entry with **Continue**.



3. Decide on a User ID that you want to use when you log in. As the first user set up for the organization, you automatically have system administrator rights. You will determine the password the first time you log in with this ID. As the system administrator you have all functions of TecLocal available to you. This includes setting up additional users or organizations. In this case the first user set up in the new organization automatically has administrator rights for the new organization.

4. Enter a **User Name** that you can select freely. You can also enter the **Telephone Number**.

5. To confirm the entries click on **Continue**.

6. Enter the **TECCOM-Id (TecID)**

7. and the TecCom **Password**. You receive both with the access data from TecCom. You need to pay attention to the numbers in the third and fifth field. The other fields are all irrelevant. Leading zeroes in the fifth field can also be ignored.

8. Confirm both entries with **Continue**.

9. In the next dialog window click on **Execute**.

Your company is now online as an active member of the TecCom network! After you have activated your company as a TecCom user, you arrive automatically at the login template of TecLocal

### Setting Up an Additional Organization

As system administrator you can set up additional organizations for each TecLocal installation if you want to activate additional subsidiaries or sales organizations. The best way to do this is the same as described under **New Installation**. An alternative is to click on **Administration – My TecCom – Organization** and then on **Create**. There you enter the organization name. In order to make this organization productive, you then have to click on **Setup** and enter a TecID and the correct password.

**Comment:** For a single-seat installation you can give each installation its own organization name with your TecID at different PCs. A single PC can activate only one organization for each TecID. The same applies to a multi-seat installation, where you can issue one organization name for each TecID.

In order to log in as a user of this organization, under **Administration – My TecCom – Users – New User** you need to add a new user and select the new organization. After login with this username you have all TecCom functionality of this organization.

### Deleting an Organization

If you delete an organization, the organization and all its users, partners profiles and journal data will be deleted once and for all. Then there is no way to get them back.

If you have any questions contact our Help Desk at [support@teccom.de](mailto:support@teccom.de) or +49 (0)1805 – 65 65 56.