

TEAMS DASHBOARD - USER GUIDE

The primary purpose of Teams Dashboard is to manage Teams Maxon licenses. It also offers an overview of one organization's users, admins, and user groups.

**Please note in prior instances of the Teams Dashboard documentation, 'Team' & 'Organization' were used interchangeably.*

For this document, a 'Team' refers to a specific Teams Dashboard, from which multiple users can access a license.

An organisation refers to the owner of that team, as an organisation can have multiple Teams Dashboards owned by separate users from that organisation.

(Users may also be members of multiple teams from separate organisations).

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INTRODUCTION

In most user-based licensing solutions, licenses are locked to a user account. Only the user can sign in and access licenses they have purchased. This is not very convenient for those managing a small studio or even an enterprise, as the license account name and password would have to be shared among all users. What is needed for these cases is to allow these organisations to purchase licenses on behalf of their staff, allowing the admin/team owners to assign and manage all licenses among their groups and users while keeping control of these licenses. This is exactly what team accounts are used for.

With Teams Accounts, you convert your personal "MyMaxon" account into a Teams License Account. This allows admin/team owners to access the Teams dashboard, where they can invite or dismiss users and create groups into which users and licenses can be grouped to add finer granularity to your organisation structure. In addition, floating licenses can be assigned to individuals and groups, while standard licenses can only be assigned to individuals.

TEAMS TAB

Teams Accounts require no special software, nor updates to Cinema 4D, Zbrush, Redshift or any Red Giant Suite (*Post serial licensing versions*), nor any change to your working environment – indeed you may not realize it, but they are already there and waiting for you. Just open a web browser and navigate to your MyMaxon page: <https://my.maxon.net/>

Under the Teams tab you can request to have your current account converted to a Teams account. The name given to the Team can be anything, it is just to help you recognize your Team. Once the request has been made our sales and support teams will handle the conversion process as quickly as possible.

PRODUCTS **NEWS** **LEARN** **SUPPORT** **TRY** **BUY**

Empowering Creative Teams with World-Class Products and Services

Maxon's Teams Program offers studio and enterprise customers a comprehensive solution for licensing and premium support. The annual subscription price is fully inclusive of product licensing, Teams Account Dashboard, top-tier support, onboarding and workflow guidance, and training specifically designed to meet the needs of large-scale customers. Minimum seat counts apply.

Teams Program Benefits:

- Teams Account Dashboard: A convenient way to centrally manage licensing for your entire team.
- Teams Premium Support: Dedicated help for large studios and production pipelines. Already a Teams client and need support? [Submit your Support request now](#) (requires a Teams MyMaxon account)
- Tutorials and Quicktips: Access to Cineversity's complete library of video tutorials, quicktips and resources.
- Certification: Maxon offers automated and comprehensive hands-on exams to validate your current and future team members know-how. [Certification Program Info](#)
- Hands-on Training: Qualifying customers can take advantage of live, interactive training, tailored specifically to your professional workflow. Clients who have taken advantage of Maxon's Teams support and training have achieved enhanced workflow, increased productivity, and improved creative output.
- *Floating and Offline Licensing: Teams can float licenses via a group of users and manage licenses via RLM for offline environments. (*additional fees and minimum seat counts apply)
- *SSO Integration: Integrate Teams accounts with your organization's existing Active Directory / OKTA or other LDAP authentication infrastructure. (*additional fees apply)

Interested in Teams Licensing?

If you're interested in purchasing three or more seats, please contact a Teams Sales specialist for more info.

[Contact a Teams Sales Specialist](#)

[Documentation](#)

Important note:

Only the Teams owner needs to convert to a Teams account, the users of the licenses do not need to change anything about their account.

Once your account has been converted, you will see the Teams Dashboard view.

TEAMS DASHBOARD

MULTI-TEAM DROPDOWN

You can access the dashboard of one or multiple teams by clicking on the dropdown highlighted in the image below. Teams listed here can be from the same or different organisations.

The screenshot shows the Maxon Teams Dashboard. At the top, there is a navigation bar with links for PRODUCTS, NEWS, LEARN, SUPPORT, TRY, and BUY. Below that is a user account section with links for MY ACCOUNT, PROFILE, LICENSES, ORDER HISTORY, SUBSCRIPTIONS, and TEAMS. The main header area features a large red and purple abstract graphic with the word 'TEAMS' in white. On the left sidebar, there is a dropdown menu for team selection, currently showing 'Maxon' selected. Below the sidebar are links for Groups, Users, Manage Admins, REFRESH, and USER MANUAL. The main content area is titled 'Licenses' and shows a notification that the user is using the new dashboard view. There is a search bar for license names or contract numbers, and buttons for LICENSE USAGE, ASSIGN TO GROUP, and ASSIGN TO USER. A table of licenses is displayed with the following data:

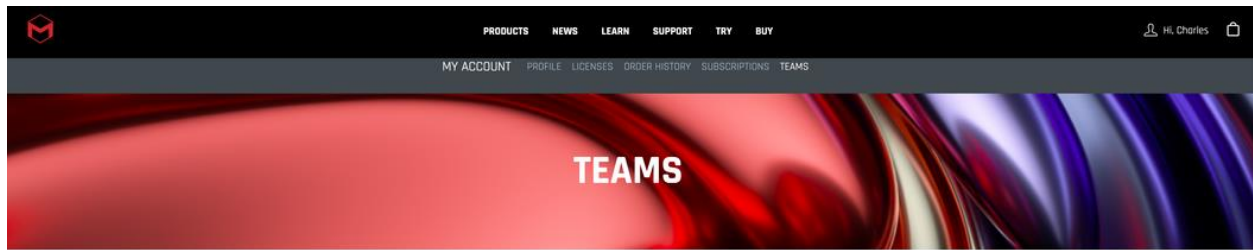
License Name	Start Date	End Date	Available	Total	Assignments
C4D Commandline Floating	Jul 11, 2023	Dec 17, 2027	17	20	SHOW MORE
C4D Commandline Floating	Jul 19, 2023	Dec 01, 2023	4	4	SHOW MORE
C4D Commandline Floating	Jul 12, 2023	Dec 01, 2023	2	2	SHOW MORE

Licenses

From the licenses tab, you can assign/remove licenses to users or groups of users, check the license usage, filter, and search for licenses.

Unlike the previous version of the Teams dashboard, these actions are no longer done via drag and drop. Instead, you can use filters and checkbox selections to drive your license assignments.

As you can see, to start assigning licenses to users or groups, you must first select at least one license, otherwise the assign buttons will be disabled. In this case, you will see those *hints* when you hover around the disabled assign buttons.



Maxon

Licenses

Groups

Users

Manage Admins

Licenses

You are using the new dashboard view
[Go back to the old version](#) DISMISS

160 Licenses

Select any licenses to assign them to a group

LICENSE USAGE

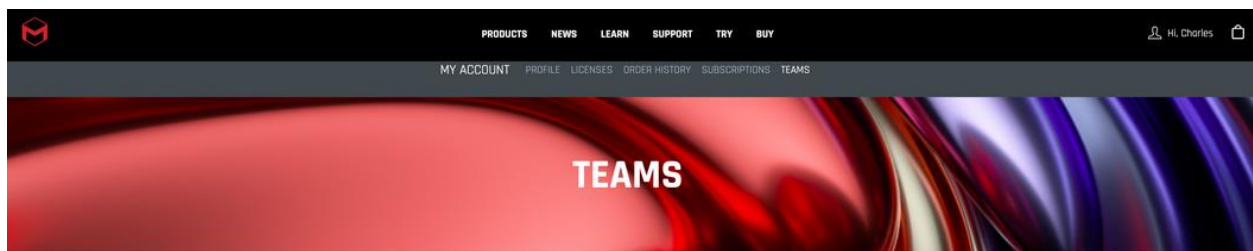
ASSIGN TO GROUP

ASSIGN TO USER

Search by license name or contract number

License Type License Status

License Name	Start Date	End Date	Available	Total	Assignments
C4D Commandline Floating Floating	Jul 11, 2023	Dec 17, 2027	17	20	SHOW MORE



Maxon

Licenses

Groups

Users

Manage Admins

Licenses

You are using the new dashboard view
[Go back to the old version](#) DISMISS

160 Licenses

Select any licenses to assign them to user

LICENSE USAGE

ASSIGN TO GROUP

ASSIGN TO USER

Search by license name or contract number

License Type License Status

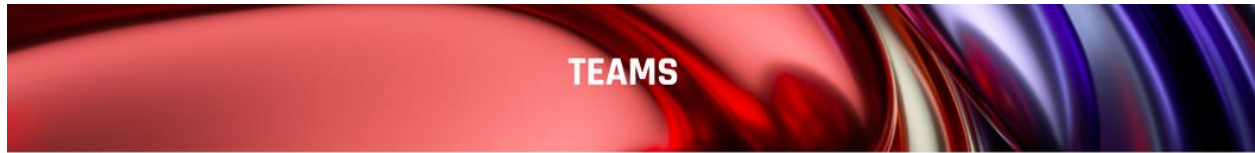
License Name	Start Date	End Date	Available	Total	Assignments
C4D Commandline Floating Floating	Jul 11, 2023	Dec 17, 2027	17	20	SHOW MORE

LICENSE TYPE & TAGS

On the first load, the first tab shown is 'Licenses'. All licenses are listed here, including floating, non-floating, future & expired.

You can easily access and control licenses using the **filter** button or **search** field highlighted bellow.

Please Note: Floating licenses can be assigned to individuals and groups, while standard licenses can **only** be assigned to individuals.



Maxon

Licenses

You are using the new dashboard view
[Go back to the old version](#) DISMISS

160 Licenses

Search by license name or contract number

LICENSE USAGE ASSIGN TO GROUP ASSIGN TO USER

License Type License Status

License Name	Start Date	End Date	Available	Total	Assignments
C4D Commandline Floating Floating	Jul 11, 2023	Dec 17, 2027	17	20	SHOW MORE
C4D Commandline Floating Floating	Jul 19, 2023	Dec 01, 2023	4	4	SHOW MORE

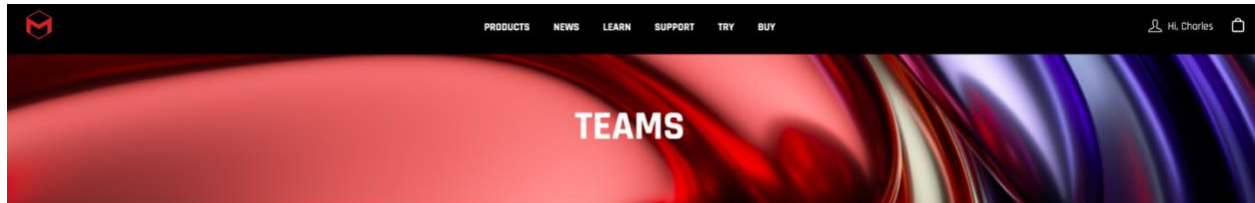
REFRESH

Note: Floating licenses can be identified by a green tag next to the license name.

Filter Examples:

- Future licenses

Future licenses can be identified by a purple tag with the status 'Future Licenses' next to the start date.



Maxon

Licenses

You are using the new dashboard view
[Go back to the old version](#) DISMISS

160 Licenses

Search by license name or contract number

LICENSE USAGE ASSIGN TO GROUP ASSIGN TO USER

License Type License Status

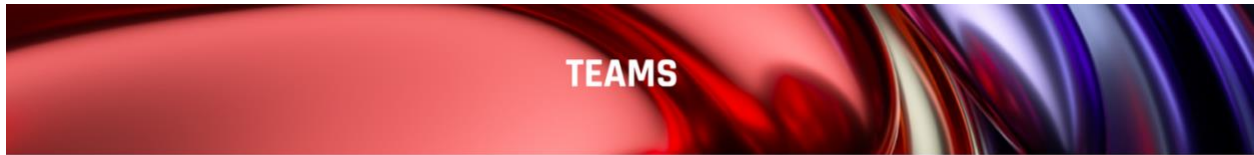
License Name	Start Date	End Date	Available	Total	Assignments
C4D Commercial R23 Future	Nov 10, 2023	Dec 10, 2023	9	10	SHOW MORE
TeamRender Commercial R23 Future	Nov 10, 2023	Dec 10, 2023	10	10	SHOW MORE

REFRESH

- Expired licenses

Expired licenses can be identified by a yellow tag with the status 'Expired' next to the end date.

Note: The number highlighted on the filter button indicates that the filter is being used.



Maxon Licenses 160 Licenses

You are using the new dashboard view
[Go back to the old version](#) DISMISS

Search by license name or contract number

LICENSE USAGE ASSIGN TO GROUP ASSIGN TO USER

License Type License Status

License Name	Start Date	End Date	Available	Total	Assignments
C4D Commercial (Beta)	Mar 19, 2020	Mar 21, 2020 <small>Expired</small>	5	5	SHOW MORE
TeamRender Client (Floating)	Mar 19, 2020	Mar 21, 2020 <small>Expired</small>	25	25	SHOW MORE

REFRESH

LICENSES - SHOW MORE

When you click on the Show More button, a Modal will open, here you can see more information related to the selected license as the contract number, groups, and users assigned.

GROUPS TAB

On the Groups tab, you can see a table with all the groups assigned to the selected license, and how many seats are assigned for each license. You also find a **search** field where you can search for groups by name.

On the left side of the table you also have the option to unassign a group by clicking on the **Unassign** button, this way the license will be removed from that specific group.

TEAMS

QA Maxon Licenses 30 Licenses

You are using the new dashboard view
[Go back to the old version](#) DISMISS

ASSIGN TO USER

Maxon One Floating

Contract Number: 787fb54f3ca-410c-94b8-9c80ebd71b6d

GROUPS USERS INFORMATION

Search by group name or group ID

Group Name	Assigned	
Project A	4	UNASSIGN
Project B	1	UNASSIGN

CLOSE

ASSIGNMENTS

SHOW MORE

SHOW MORE

SHOW MORE

SHOW MORE

SHOW MORE

SHOW MORE

SHOW MORE

Maxon One Floating	Floating	Jul 31, 2023	Dec 01, 2023	2	9	SHOW MORE
Maxon One Floating	Floating	Jul 17, 2023	Nov 01, 2023	0	2	SHOW MORE

USERS TAB

On the Users tab, you can see a table with all the individual users assigned to the selected license. You also find a **search** field where you can search for users by email, username, first or last name.

On the left side of the table you also have the option to unassign a user by clicking on the **Unassign** button, this way the license will be removed from that specific user.

The screenshot shows a web interface for managing licenses. A modal window titled "Maxon One Floating" is open, displaying the "USERS" tab. The modal includes a search bar and a table of users assigned to the license. The table has columns for Name, Email, and Assigned. Two users are listed: Abigail Phillips and Ana Davis. Each user has an "UNASSIGN" button next to their name. The modal also has a "CLOSE" button at the bottom right.

Name	Email	Assigned	Action
Abigail Phillips	cj.maxon.test+4@gmail.com	1	UNASSIGN
Ana Davis	cj.maxon.test+2@gmail.com	1	UNASSIGN

INFORMATION TAB

On the information tab, you can see how many available and assigned licenses(seats) you have and how many are currently in use.

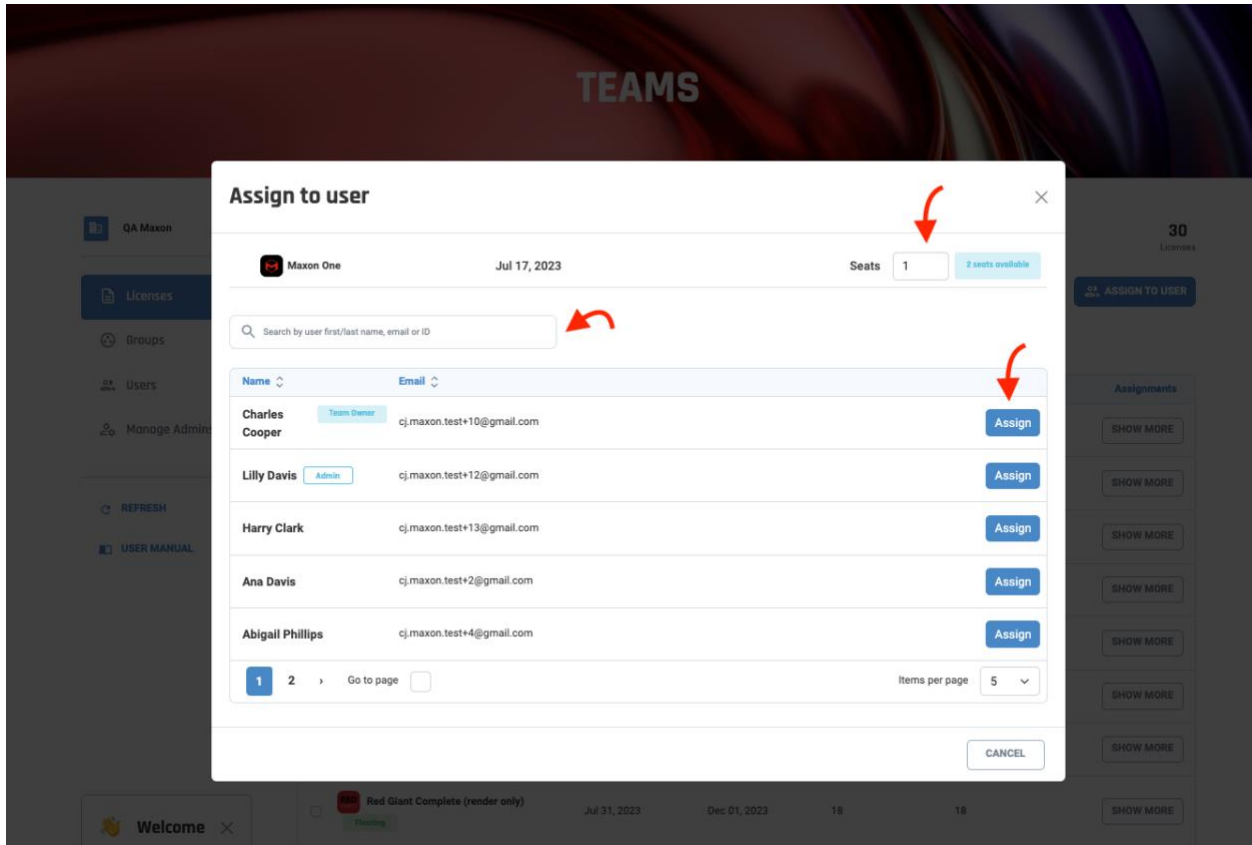
The screenshot displays the MAXON Teams web interface. At the top, there is a navigation bar with the MAXON logo and links for PRODUCTS, NEWS, LEARN, SUPPORT, TRY, and BUY. Below this is a secondary navigation bar with MY ACCOUNT, PROFILE, LICENSES, ORDER HISTORY, SUBSCRIPTIONS, and TEAMS. The main header area features a large 'TEAMS' title over a red and purple abstract background. On the left, a sidebar menu includes 'Maxon Office TEAM', 'Licenses', 'Groups', 'Users', 'Manage Admins', 'REFRESH', and 'USER MANUAL'. The central focus is a modal window titled 'Cinema 4D - Commercial (R23)' with a contract number. It has three tabs: 'GROUPS', 'USERS', and 'INFORMATION'. The 'INFORMATION' tab is active, showing three summary cards: '12 Available Licenses', '34 Assigned Licenses', and '28 Licenses in Use'. To the right of the modal, there is a total of '1,200 Licenses' and an 'ASSIGN TO USER' button. Below the modal, a table lists licenses, with one entry 'Red Giant Complete (Render Only)' dated '09 Sept 2023' and having '12' licenses. A pagination bar at the bottom shows page 1 of 4, and a footer contains various company links and a copyright notice.

ASSIGN TO USER

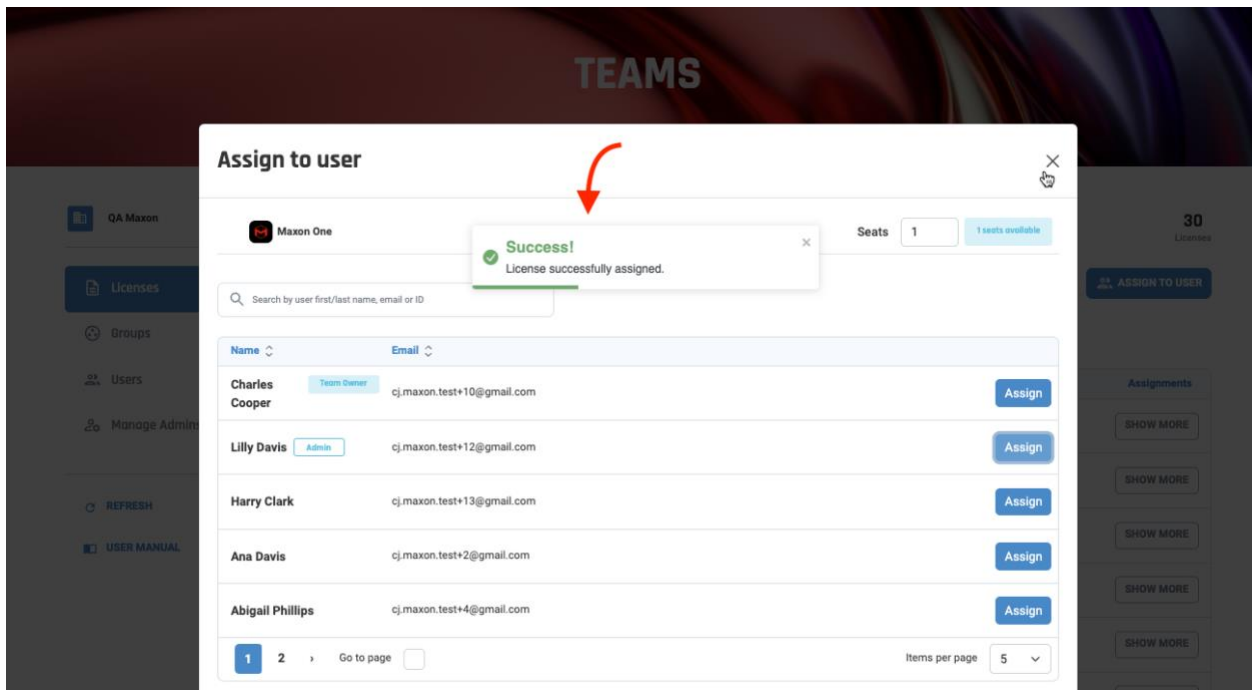
To assign a license to a user from the Licenses tab, you must first select a license (floating or non-floating) and then click the Assign to User button.

It will open a modal where you can select how many seats you want to assign and see how many seats are available. Here you will also find a table with all users registered on your Team and a search field where you can search by user email or name.

Simply click the Assign button for the required user in the Users table.

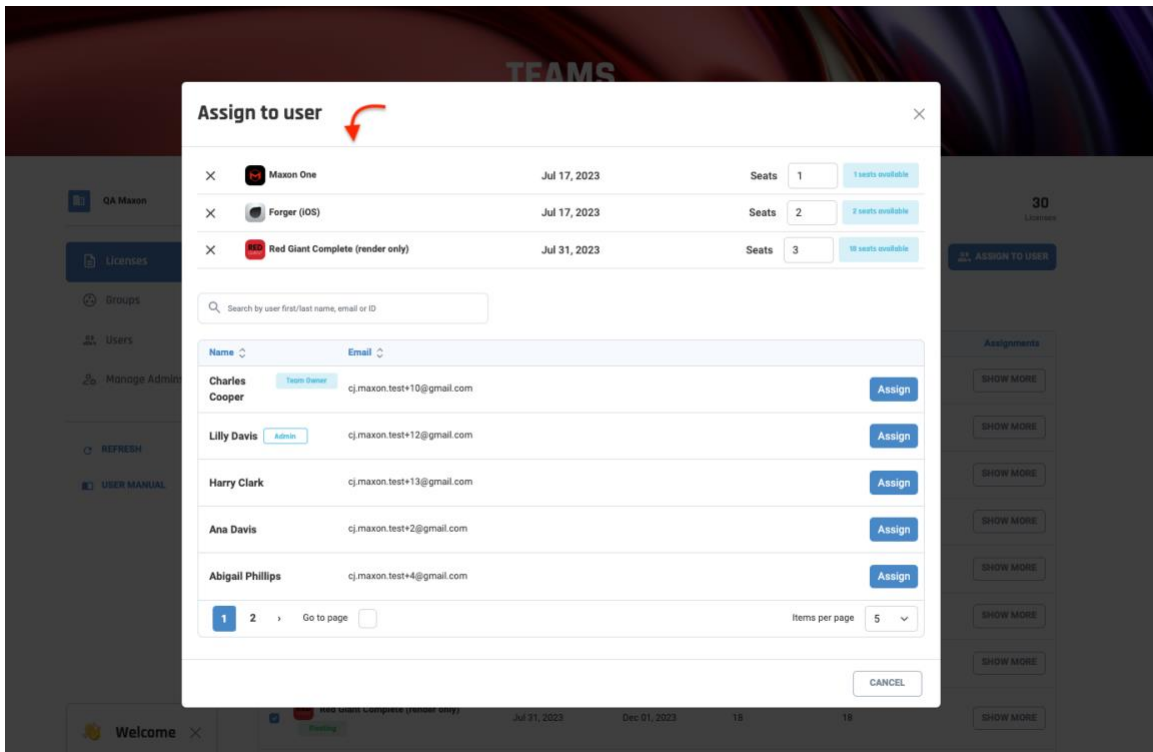


Once you have seen the success message, you can simply click on the Assign button for each of the other users that you would like to assign it to, until you have run out of seats.

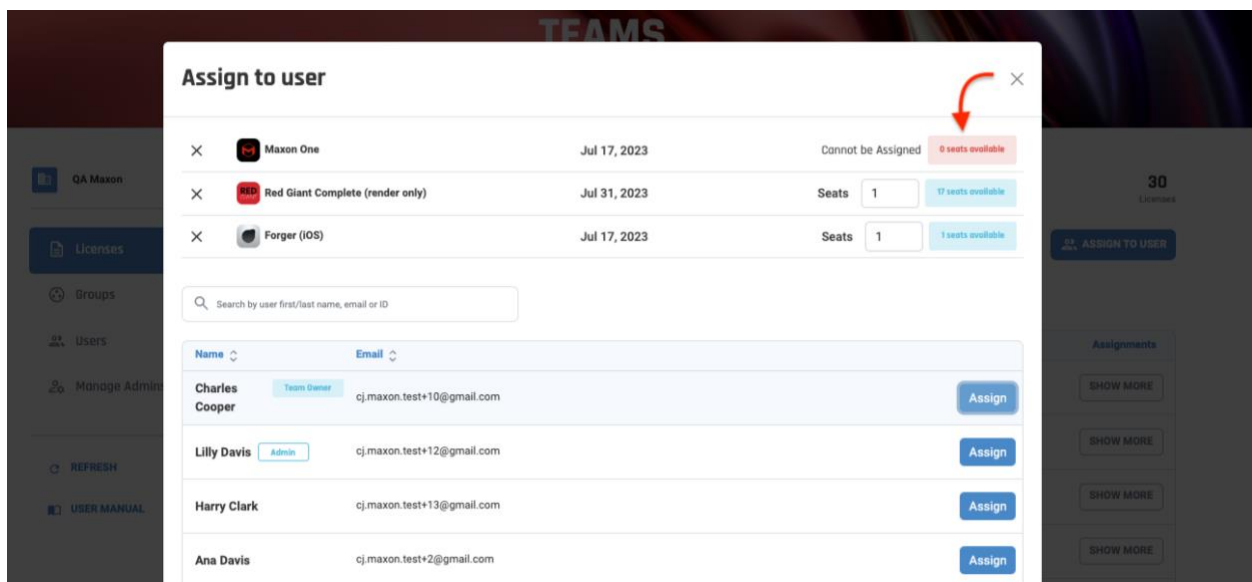


ASSIGNING MULTIPLE LICENCES AT ONCE

You can also select multiple licences at once and assign them to users.



It is important to be vigilant when allocating multiple licences at the same time. If you run out of seats for a particular licence, you will receive a warning message. In such a situation, if you click the Assign button for another user, only the licences with empty seats will be assign



ASSIGN TO GROUP

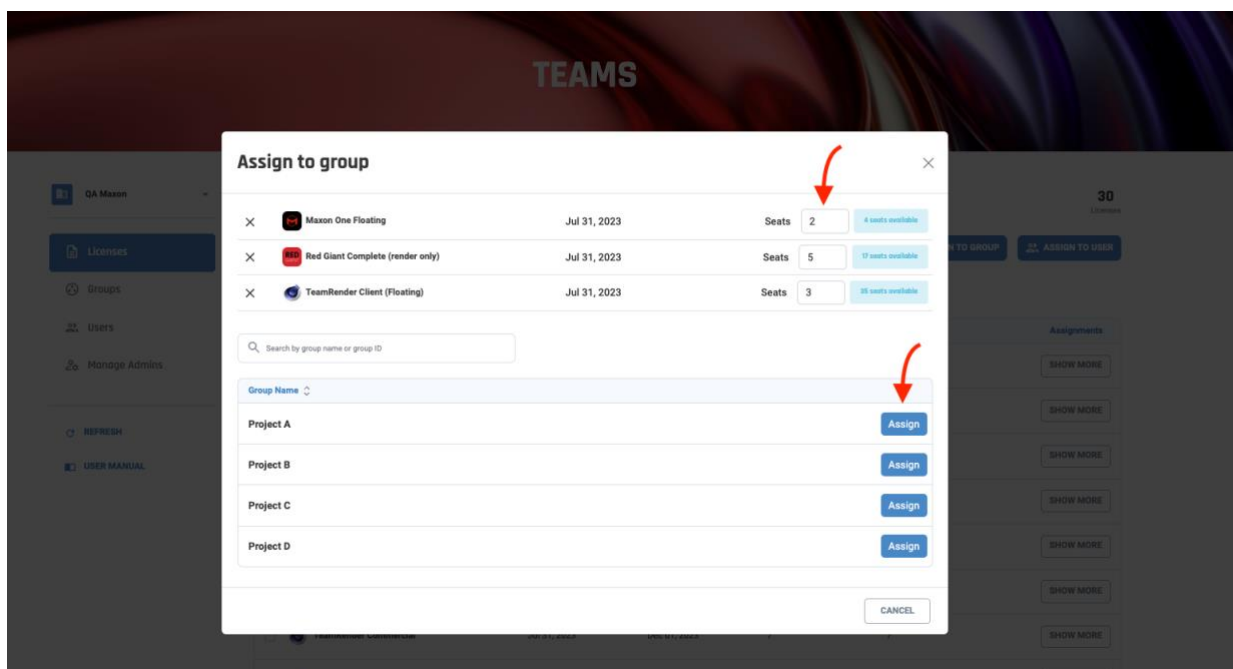
To assign a license to a group from the Licenses tab, you must first select a license (only floating) and then click the Assign to Group button.

It will open a modal where you can select how many seats you want to assign and see how many seats are available. Here you will also find a table with all groups registered on your Team and a search field where you can search by group name.

Simply click the Assign button for the required Group in the Groups table.

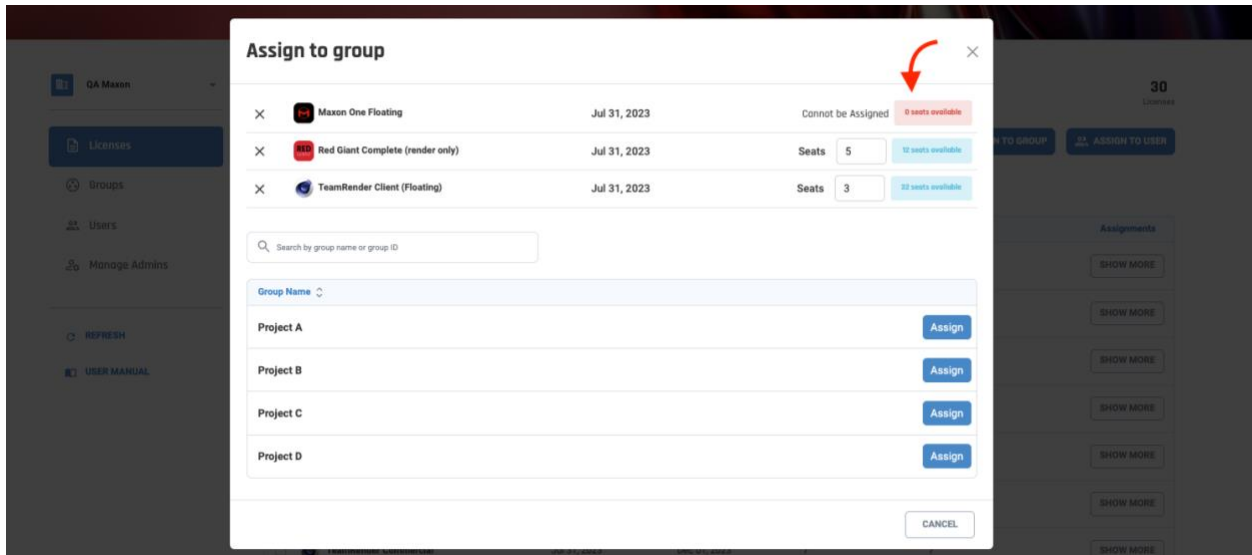
ASSIGNING MULTIPLE LICENSES AT ONCE

You can also select multiple licences at once and assign them to groups



When assigning to groups, you can also simply click the 'Assign' button for each of the other users you want to assign it to, as soon as you see the success message. You can do this until you run out of seats.

It is important to be vigilant when allocating multiple licences at the same time. If you run out of seats for a particular licence, you will receive a warning message. In such a situation, if you click the Assign button for another group, only the licences with empty seats will be assign.

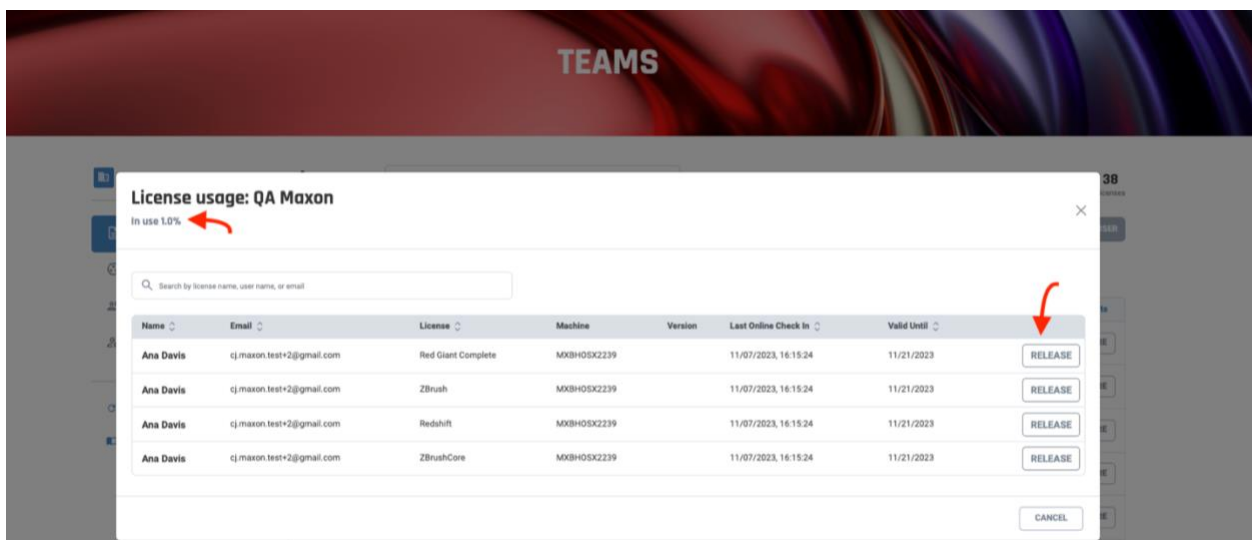


LICENSE USAGE

When you click on the License Usage button, it will open a modal with extra information about licenses that are currently in use.

Here you can see a table with name, e-mail, license, machine, software version, last online check-in, and valid until.

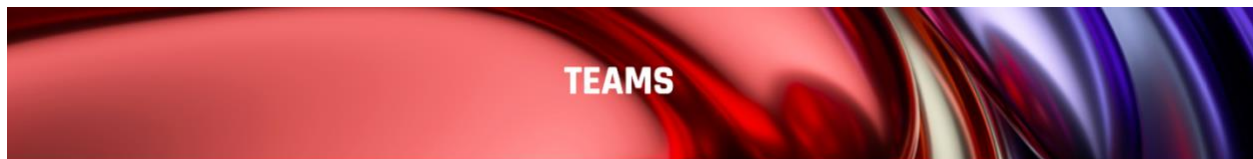
You can also, release a license by clicking on the **release** button, this feature releases the license from the user/machine that is currently using it, and allow it to be assigned to a different user/machine.



GROUPS

As a team owner or admin, you can manage **Groups** by selecting the Group tab. Here you will see all groups listed in a table and will be able to assign licenses, add users, and create and set up a group.

Note: Only floating licenses can be assigned to groups



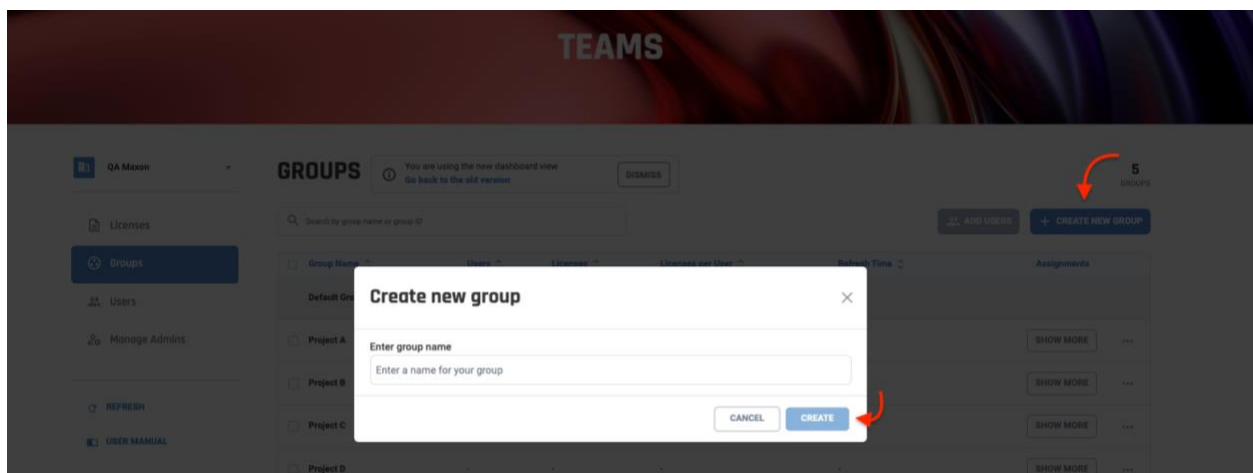
The screenshot shows the "GROUPS" management page. On the left is a sidebar with navigation options: "Licenses", "Groups" (selected), "Users", "Manage Admins", "REFRESH", and "USER MANUAL". The main content area has a search bar, "ADD USERS" and "CREATE NEW GROUP" buttons, and a table of groups. A notification at the top says "You are using the new dashboard view. Go back to the old version." The table has columns for Group Name, Users, Licenses, Licenses per User, Refresh Time, and Assignments.

Group Name	Users	Licenses	Licenses per User	Refresh Time	Assignments
Default Group	5	-	-	-	
Project A	-	16	-	-	SHOW MORE ...
Project B	3	7	2	-	SHOW MORE ...
Project C	-	1	-	-	SHOW MORE ...
Project D	-	-	-	-	SHOW MORE ...

CREATE NEW GROUP

To create a new group, you just need to click on the Create New Group button on the right side it will open a small modal where you have to type the group name and click on the Create button.

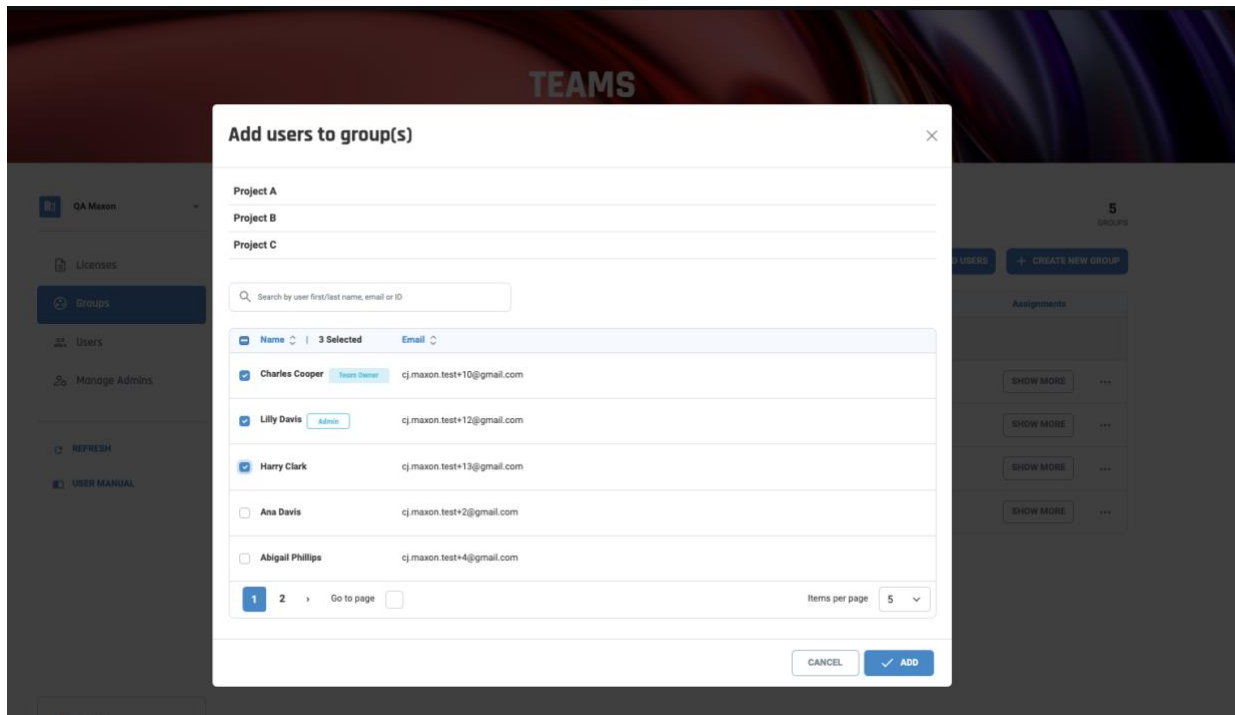
Once a group is created, it will appear in the Groups table.



ADD USERS

To assign users to a group from the Groups Tab, you must first select a group and then click on the Add Users button.

It will open a modal where you can select one or multiple users at a time. Here you will also find a table with all users registered on your Team and a search field where you can search by user email or name.

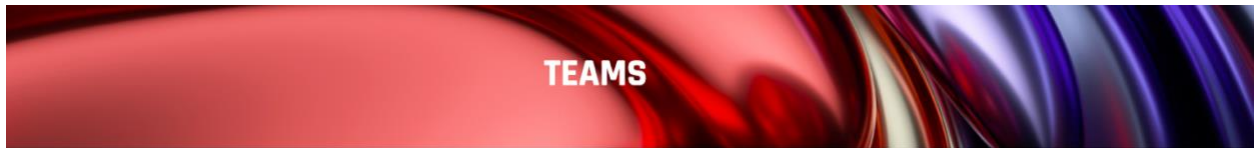


Note: You can select one or multiple groups and assign them to one or multiple users at a time.

GROUPS TABLE - ACTIONS - MORE (*GROUP CONTROLS*)

By clicking the **More** button (...) users can make additional observations or modifications to Groups. Listed in the 'More' window you will find:

1. Show license Usage
2. Rename a group
3. License refresh
4. Licenses per user
5. Remove restrictions
6. Copy group ID
7. Delete a group



QA Maxon

GROUPS You are using the new dashboard view
Go back to the old version DISMISS 5 GROUPS

Search by group name or group ID

ADD USERS CREATE NEW GROUP

Group Name	Users	Licenses	Licenses per User	Refresh Time	Assignments
Default Group	4	-	-	-	
Project A	1	17	-	-	SHOW MORE ...
Project B	3	7	2	-	show license usage
Project C	-	1	-	-	Rename group
Project D	-	3	-	-	License refresh

- License per user
- Remove restrictions
- Copy group ID
- Delete group

SHOW LICENSE USAGE

To view the licence usage of a particular group, simply click on the More button (...) in the row of the desired group, and then click on the Show licence usage option. This will open a small window in which you can see all the licences currently in use in this group. Here you can also release a seat so that another user in the group can

TEAMS

GROUPS You are using the new dashboard view
Go back to the old version DISMISS 5 GROUPS

Search by license name, user name, or email

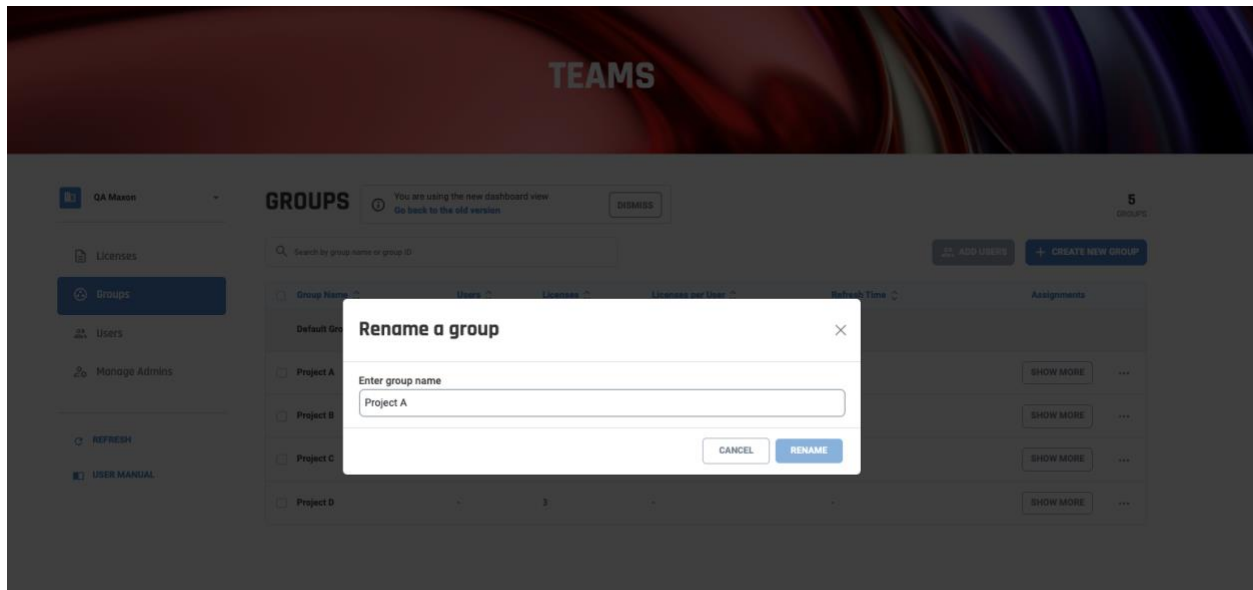
License usage: Project A In use 0.6% ×

Name	Email	License	Machine	Version	Last Online Check In	Valid Until	
Ana Davis	cj.maxon.test+2@gmail.com	ZBrush (Floating)	MXBHOSX2239		11/07/2023, 16:58:17	11/21/2023	RELEASE
Ana Davis	cj.maxon.test+2@gmail.com	Red Giant Complete (Floating)	MXBHOSX2239		11/07/2023, 16:58:11	11/21/2023	RELEASE
Ana Davis	cj.maxon.test+2@gmail.com	C4D Commercial Floating	MXBHOSX2239		11/07/2023, 16:59:01	11/21/2023	RELEASE

CANCEL

RENAME A GROUP

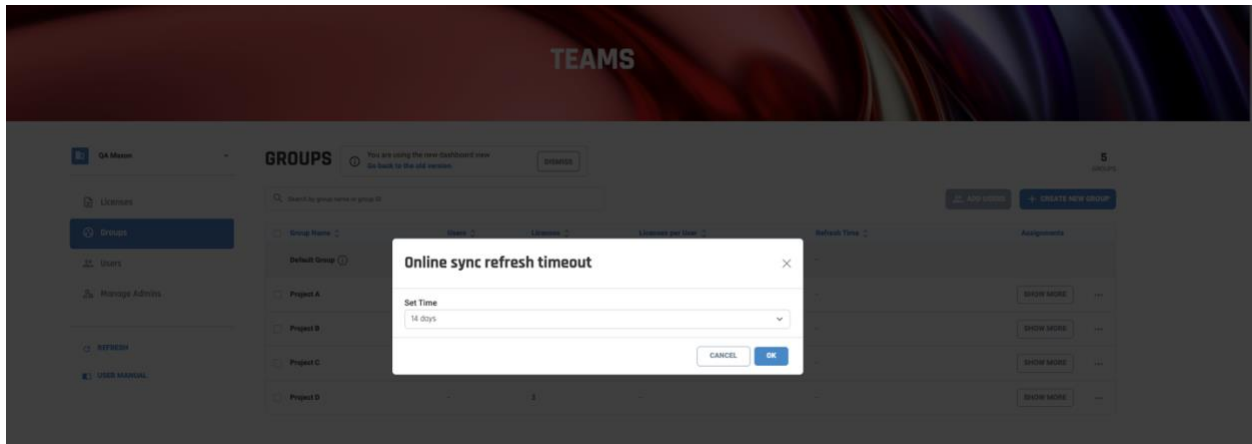
To rename a group, you just have to click on the **More** button (...) on the row of the desired group, and then click on the Rename group option. It will open a small modal where you have to type the new group name and click on the Rename button



LICENSE REFRESH

The default refresh time for a license is 14 days. This is the maximum time a user can go offline before the license's validity needs to be reconfirmed. Sometimes an administrator may wish to make the refresh time shorter. This accommodates facilities where users may leave a device inactive and forget to release the license for others to use. Reducing the refresh timeout does not mean the license will be withdrawn from the user, it means the license will have to reconnect to be revalidated to allow its continued use. This process runs in the background by itself, as long as the user is logged in and actively using it.

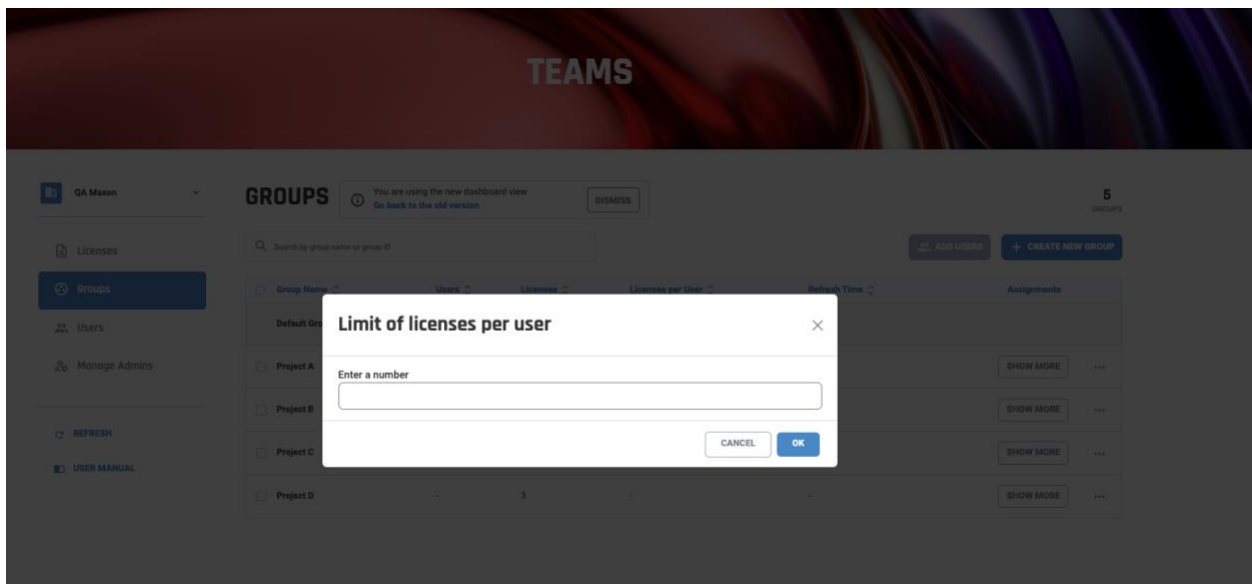
To alter the License refresh timeout of a group, you just have to click on the **More** button (...) on the row of the desired group, and then click on the License Refresh option. It will open a small modal where you have to select the new desired period and click on the Ok button



LICENSES PER USER

If there are 10 licenses available to a group, all of these licenses could be taken by any one user, this may or may not be desirable. An administrator may limit the number of licenses any single user can take. This limit is applied to each license type in the Group and not to all licenses in the Group.

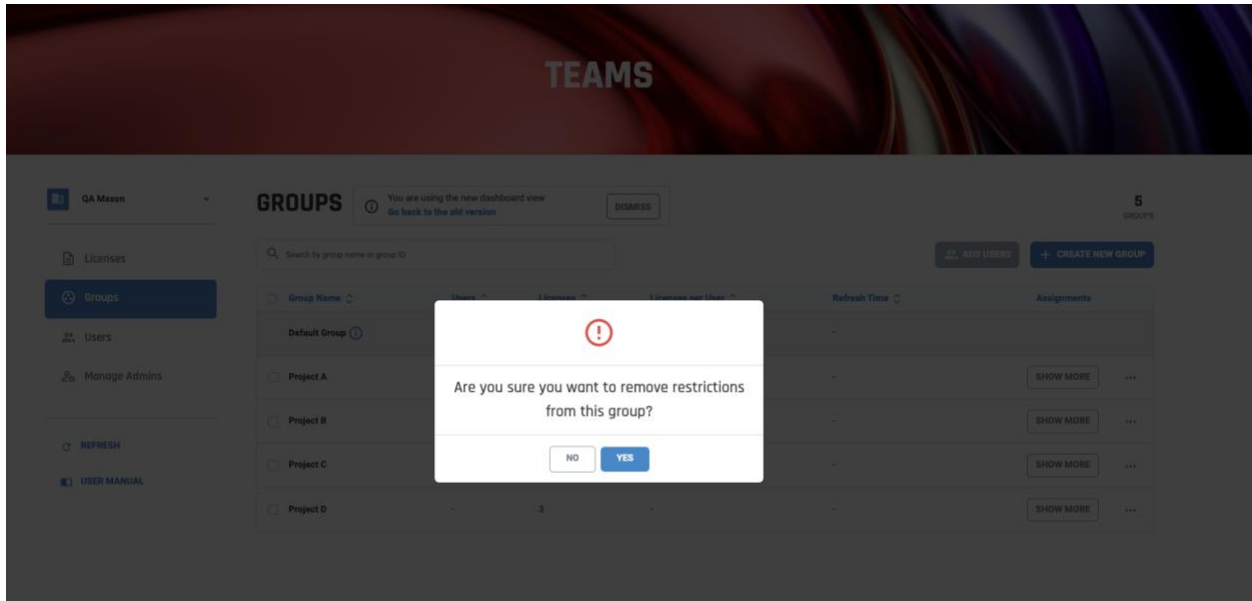
To alter the limit of Licenses per user of a group, you just have to click on the **More** button (...) on the row of the desired group, and then click on the Licenses per User option. It will open a small modal where you have to select the new desired amount and click on the Ok button.



REMOVE RESTRICTIONS

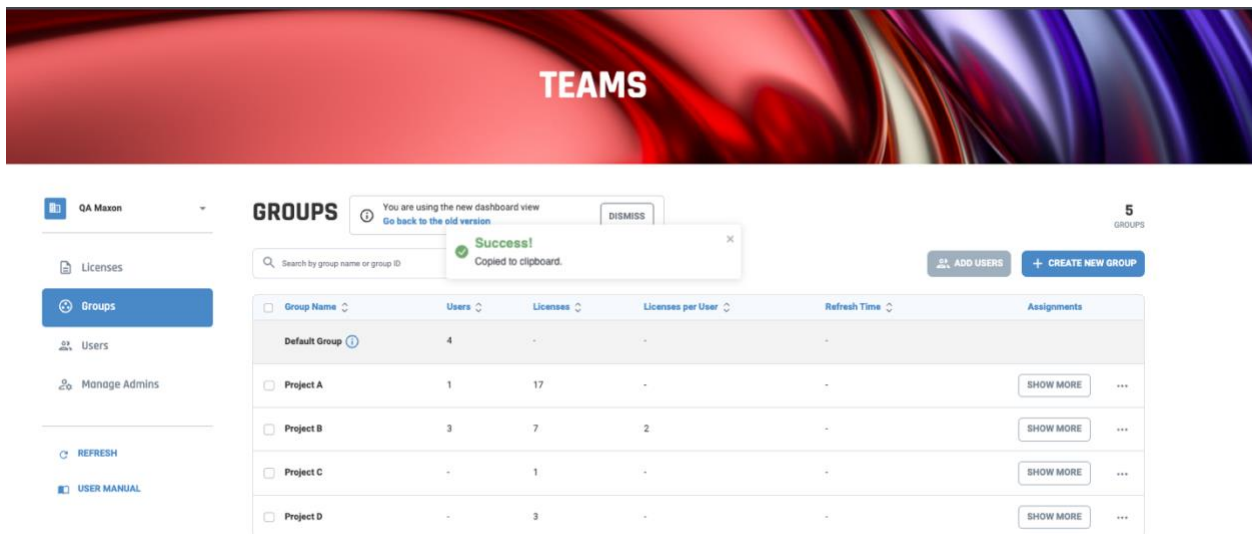
When Remove restrictions of a group, it will set all others settings to its default value.

To select the Remove Restrictions, you just have to click on the **More** button (...) on the row of the desired group, and then click on the Remove Restriction option. It will open a small modal where you can confirm the action.



COPY GROUP ID

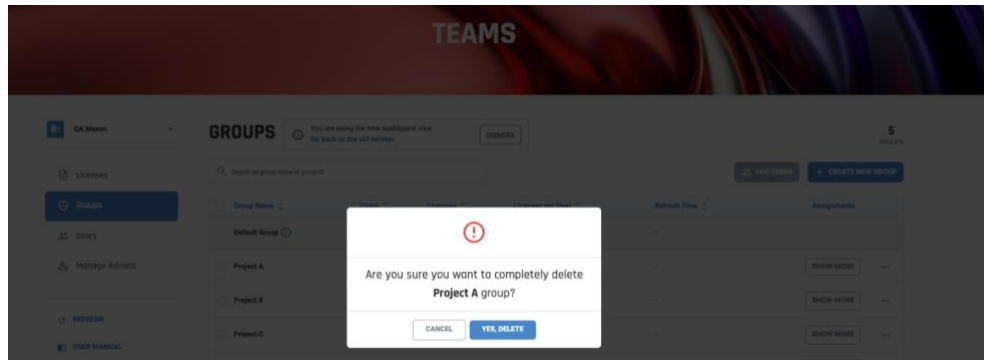
To copy the group ID, you just have to click on the **More** button (...) on the row of the desired group, and then click on the Copy Group ID option.



DELETE A GROUP

To delete a group, you just have to click on the **More** button (...) on the row of the desired group, and then click on the Delete a Group option. It will open a small modal where you can confirm the action.

Note: When a user deletes a group, it does not delete users inside that group. In regards to the deleted group, prior users become unassigned and can be assigned to any other group(s) or individual licenses again.



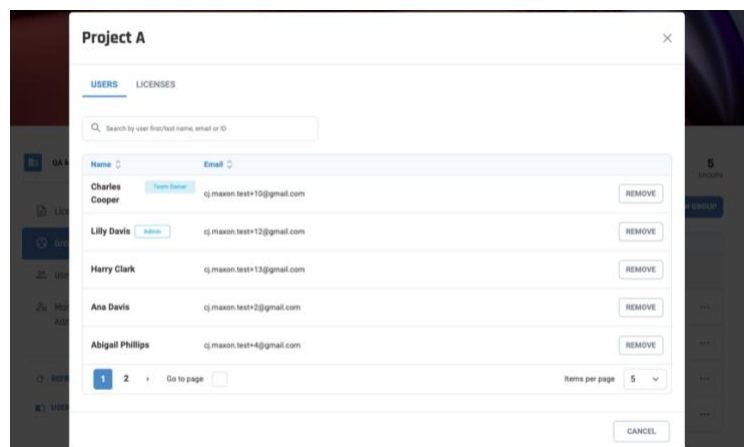
GROUPS - SHOW MORE

When you click on the Show More button, a Modal will open, here you can see more information related to the selected group as users and licenses assigned.

USERS TAB

On the Users tab, you can see a table with all the individual users assigned to the selected group. You also find a **search** field where you can search for users by email, username, first or last name.

On the left side of the table you also have the option to remove the user from this group by clicking on the **Remove** button, this way the user will be removed from that specific group.



LICENSES TAB

On the Licenses tab, you can see a table with all the Licenses assigned to the selected group. You also find a **search** field where you can search for license name. On this table you can see the Software name, end date, and number of assigned seats.

On the left side of the table you also have the option to unassign the licenses from this group by clicking on the **Unassign** button, this way the license will be removed from that specific group.

The screenshot shows a modal window titled "Project A" with a "LICENSES" tab selected. A search bar is present above a table of licenses. The table has columns for License Name, Start Date, End Date, and Assigned. Each row includes an "UNASSIGN" button. The table contains five entries:

License Name	Start Date	End Date	Assigned
C4D Commercial Floating	Nov 07, 2023	Dec 01, 2023	2
Red Giant Complete (Floating)	Nov 07, 2023	Dec 01, 2023	2
Red Giant Complete (render only)	Jul 31, 2023	Dec 01, 2023	5
Redshift (Floating)	Nov 07, 2023	Dec 01, 2023	2
TeamRender Client (Floating)	Jul 31, 2023	Dec 01, 2023	3

At the bottom of the table, there is a pagination control showing "1 2" and a "Go to page" input field. To the right, it says "Items per page 5". A "CANCEL" button is located at the bottom right of the modal.

USERS

From the Users tab, you can add new users to your Team, add existing users to groups, search for users by email, username, first or last name, sort by name or email, see all users from your team, and manage sent invitations.

The screenshot shows the 'Users' management interface. At the top, there's a 'TEAMS' header. Below it, the 'Users' tab is active, showing a notification about the new dashboard view. A search bar is provided to find users by name, email, or ID. There are buttons for '+ ADD TO GROUPS' and '+ INVITE USERS'. The main table lists users with their names, emails, group counts, license counts, and assignment options. A 'Welcome' notification is also visible in the bottom left corner.

Name	Email	Groups	Licenses	Assignments
<input type="checkbox"/> Charles Cooper Team Owner	cj.maxon.test+10@gmail.com	1	3	SHOW MORE ...
<input type="checkbox"/> Lily Davis Admin	cj.maxon.test+12@gmail.com	2	3	SHOW MORE ...
<input type="checkbox"/> Harry Clark	cj.maxon.test+13@gmail.com	2	2	SHOW MORE ...
<input type="checkbox"/> Ana Davis	cj.maxon.test+2@gmail.com	1	-	SHOW MORE ...
<input type="checkbox"/> Abigail Phillips	cj.maxon.test+4@gmail.com	1	-	SHOW MORE ...
<input type="checkbox"/> Brooks Taylor	cj.maxon.test+5@gmail.com	2	-	SHOW MORE ...
<input type="checkbox"/> Noah Jones	cj.maxon.test+7@gmail.com	1	-	SHOW MORE ...
<input type="checkbox"/> Blakely Lee Admin	cj.maxon.test+8@gmail.com	1	-	SHOW MORE ...

INVITING NEW USERS

You can always invite an User to be part of your team. To do it, you just have to send an invitation, where the user you receive an e-mail inviting them to join your team. the invitation also allow you to invite user to join your Team and an specific group, or just to join your team without any group linked yet. You are also allowed do add or remove users from a specific group after the invitation was sent.

Note: All users will only have access to licences if they have accepted the invitation and have a valid individual licence(s) assigned to them, or are part of a group(s) to which valid licences have also been assigned. The group can be specified at the time of the user's invitation, or can be added after the user's acceptance of the invitation.

From the Users tab, click the **Invite Users** button to invite new users to join your team. This will open a modal, where you can complete the invitation.

- **Groups:** The 'Default Group' is selected by default. If you don't change this, the user will not be added to any specific group. To invite the user to an existing group, just open the Group drop down menu and choose one of the existing groups. Once selected, the invited user will have access to all licences assigned to that group once they accept the invitation.
- **Email address:** This is a required field. Enter the email address of the person you would like to invite to join your team.
- **User name:** This is a required field. Enter the name of the user to be invited.
- **Email text:** This is an optional field where you can add any text you wish regarding the invitation.
- **Language:** By default, all invitations are sent in English. However, you can change this to German, Spanish, French, Italian, Russian, Mandarin, Korean or Japanese if you wish.

TEAMS

Users You are using the new dashboard view
Go back to the old version DISMISS +8 Users

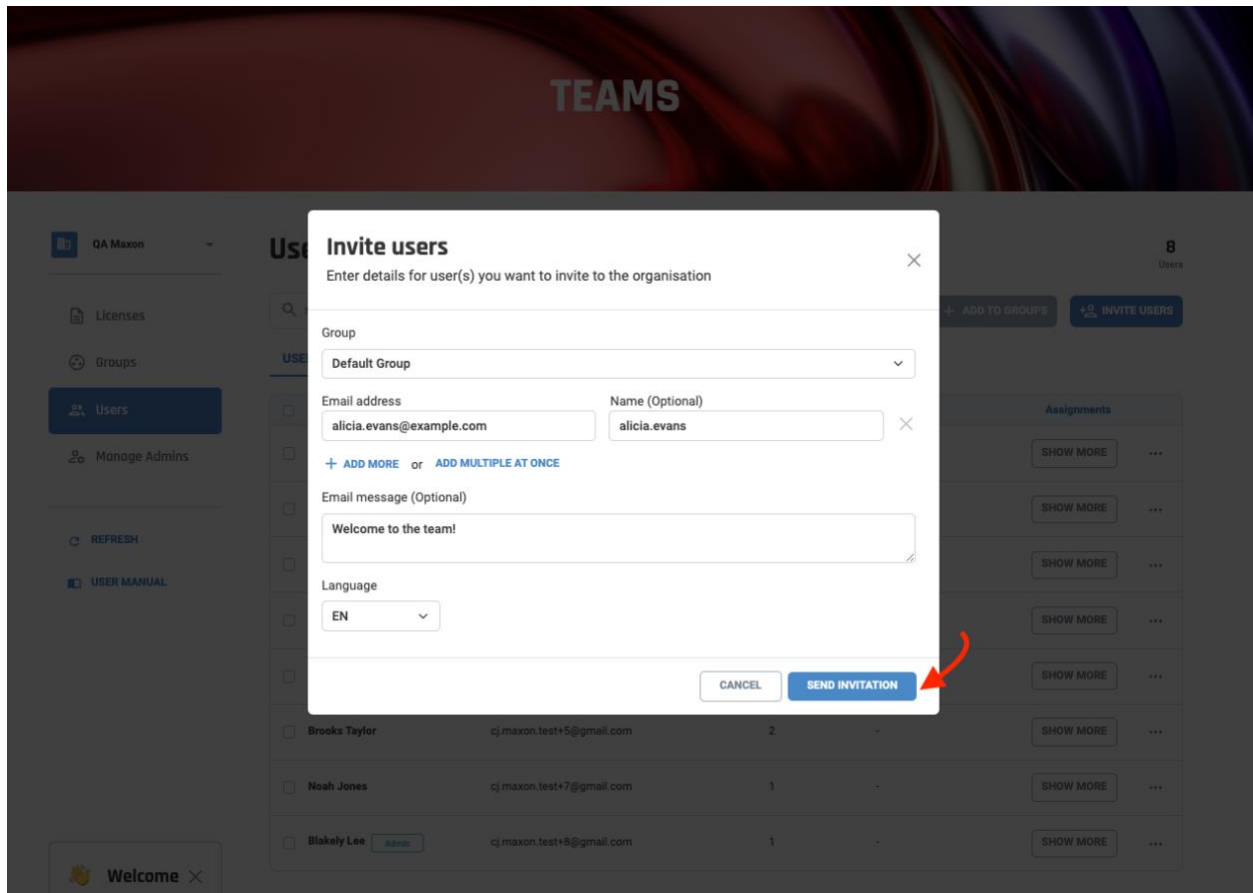
Search by user first/last name, email or ID

+ ADD TO GROUPS + INVITE USERS

<input type="checkbox"/>	Name	Email	Groups	Licenses	Assignments
<input type="checkbox"/>	Charles Cooper <small>Team Owner</small>	cj.maxon.test+10@gmail.com	1	3	SHOW MORE ...
<input type="checkbox"/>	Lilly Davis <small>Admin</small>	cj.maxon.test+12@gmail.com	2	3	SHOW MORE ...

SINGLE USER INVITATION

To invite a single user, all you have to do is fill in the form and click on the Send Invitation button.

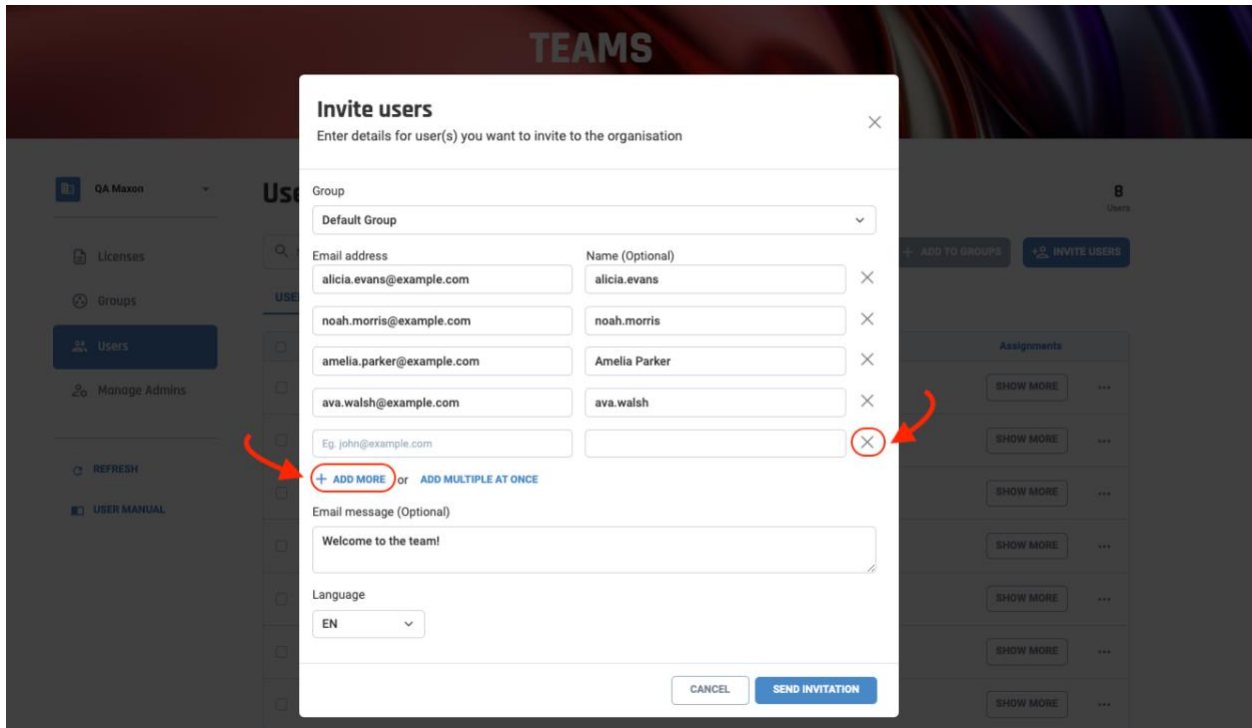


MULTIPLE USERS INVITATION

Add more option

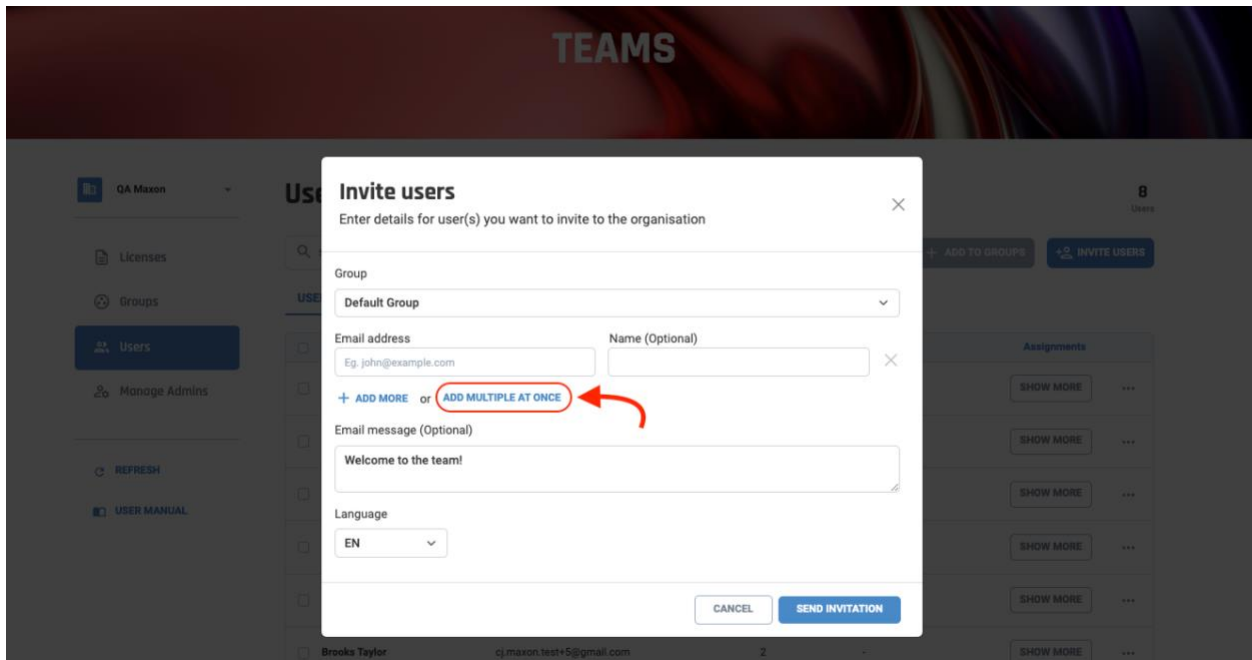
Clicking + Add more will add a new row to the form with the Email and Name fields. As in the example below, you can add as many users as you like. If you want to remove any of these users before sending the invitation, you can click the 'X' next to the name field. This will remove the line from the form completely.

Once you click the Send Invitation button, all users in the list will receive the same invitation.



Add Multiple at once option

Clicking + Add multiple at once will remove the Email and Name fields from the form and add a larger Email field.



Then add as many email addresses as you like, separated by commas or spaces, and click + Add Email.

Invite users
Enter details for user(s) you want to invite to the organisation

Group
Default Group

Email address
noah.morris@example.com
amelia.parker@example.com
ava.walsh@example.com
ivy.young@example.com

← BACK or **+ ADD EMAILS**

Email message (Optional)
Welcome to the team!

Language
EN

CANCEL ADD

This automatically updates the form, adding the email and name fields, now filled with the list of emails added previously. Note that the text from the email address before the "@" has been added to the Name field. However, you can decide whether you want to use this information to send out the invitation, or whether you would prefer to edit the names and type them in manually.

Invite users
Enter details for user(s) you want to invite to the organisation

Group
Default Group

Email address	Name (Optional)
alicia.evans@example.com	alicia.evans
noah.morris@example.com	noah.morris
amelia.parker@example.com	Amelia Parker
ava.walsh@example.com	ava.walsh
ivy.young@example.com	ivy.young

+ ADD MORE or ADD MULTIPLE AT ONCE

Email message (Optional)
Welcome to the team!

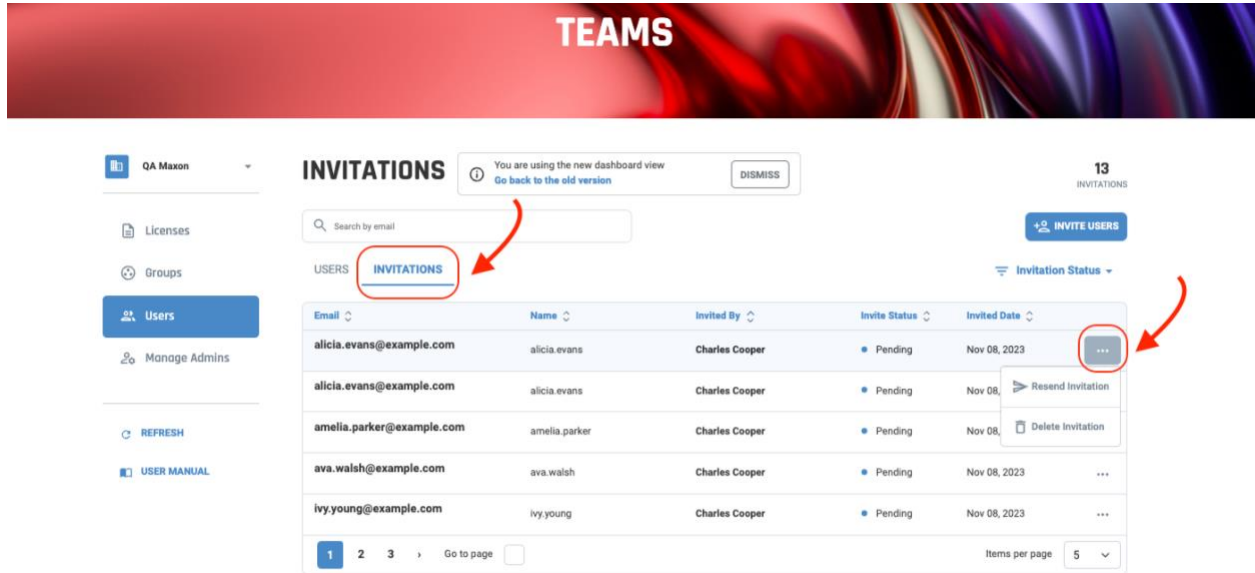
Language
EN

CANCEL SEND INVITATION

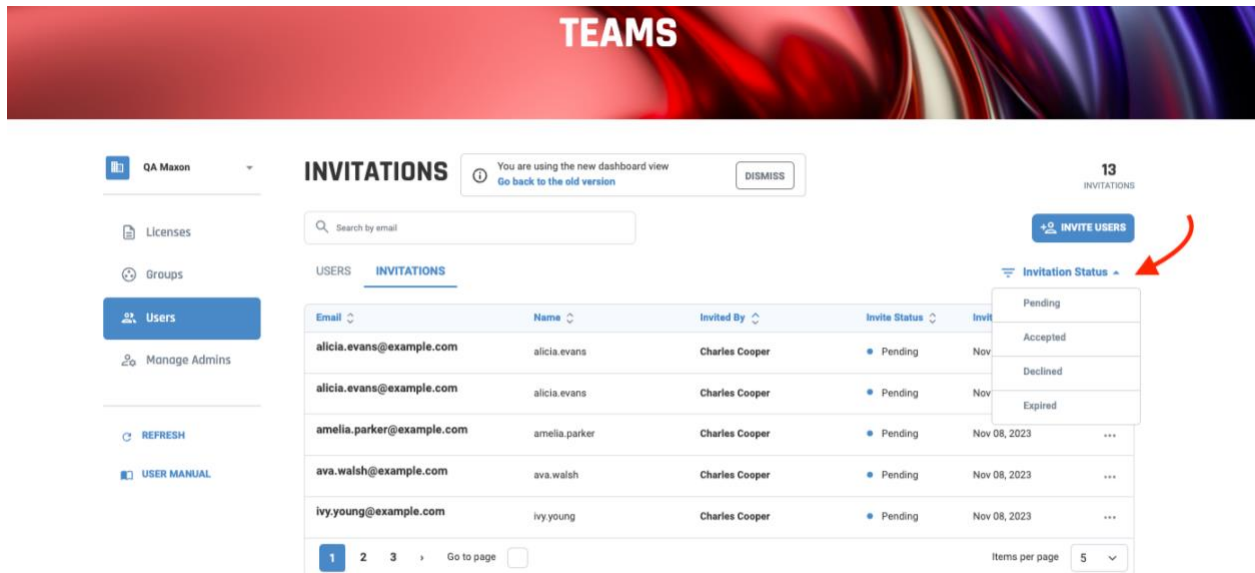
Once you click the Send Invitation button, all users in the list will receive the same invitation.

INVITATION TAB

After sending the invite, you can check and manage it from the invitation tab (highlighted below). Here you can use the search field for searching invites by email or name, you can check the invitation status, and by clicking on the (...) **More** button of an invitation row, you can either delete or resend the invitation.



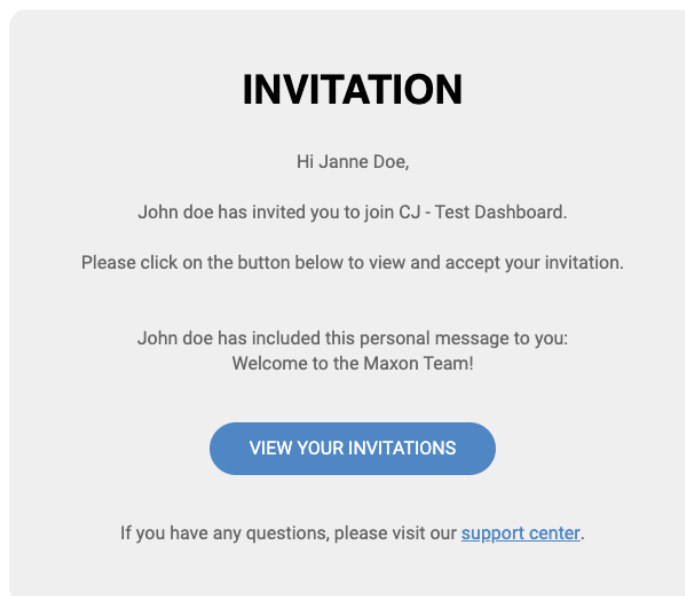
You can also filter invites by status: Pending, Accepted, Declined and Expired.



INVITATION EMAIL

Here you can see an example of the invite. The user then needs to click on 'View your invitations' or just copy the link into a browser. If the user does not have an account they will be prompted to create one. They will then see further details of their invitation, which they must accept.

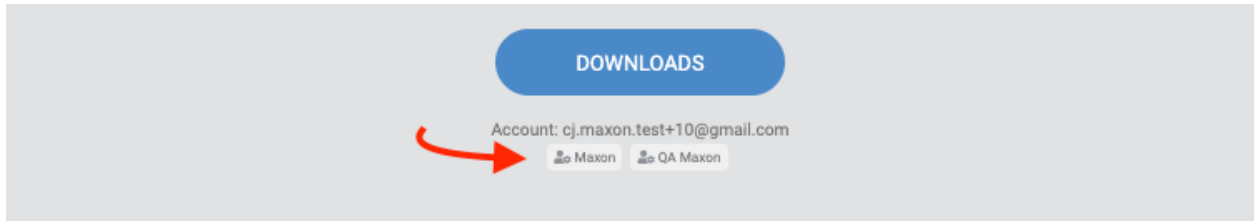
Note: Once the user has accepted the invitation, you will be able to see them listed in the users' table. They are now a member of the Team and you can assign licenses to them and/or add them to groups



If a user is unsure if they have successfully joined a Team they should look at the bottom of their licenses page, under their Account identifier they will see the labels of any groups they are currently part of.

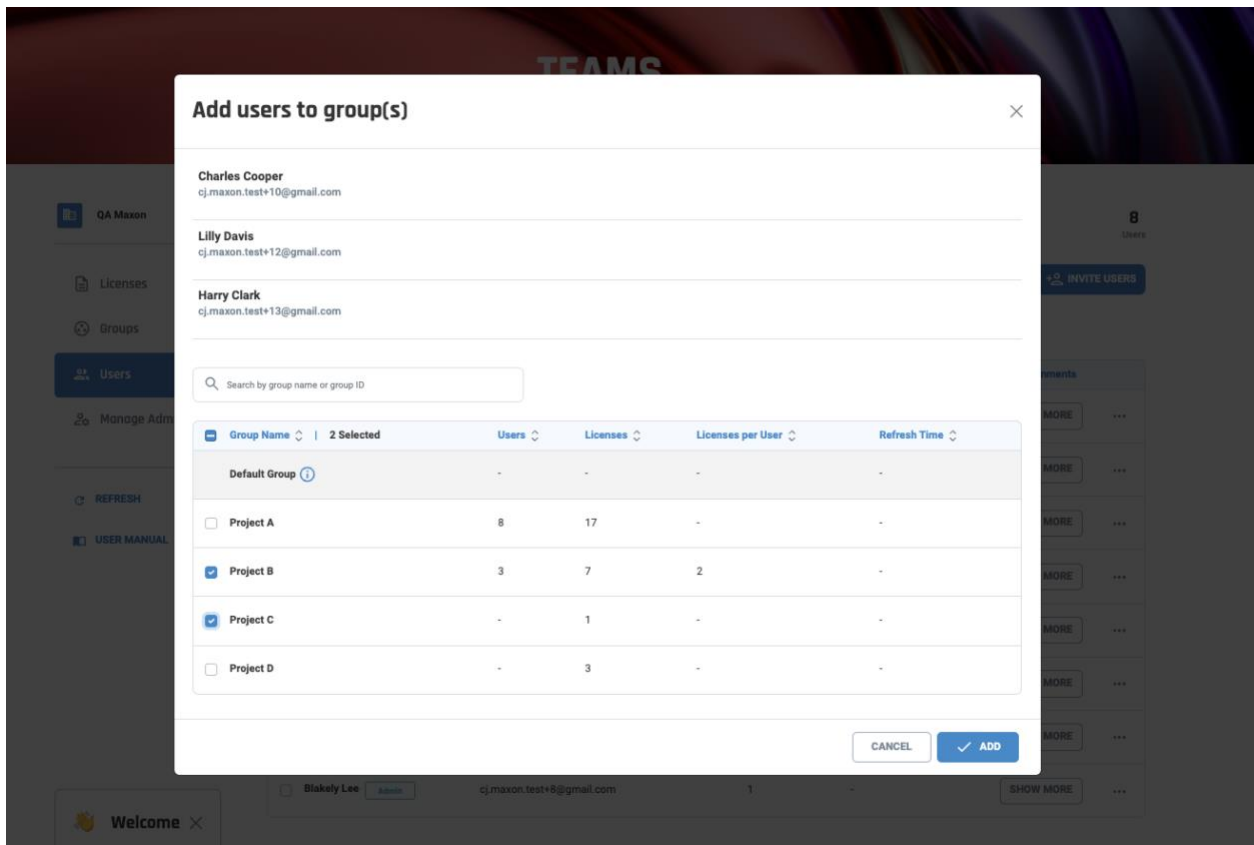
***Hint** - A user can check whether Admin status has been granted by the presence of a cogwheel by their Team tag on the bottom of the Licenses page.

Please Note: A user can be part of one or multiple Teams, under one or multiple organisations. Membership is not exclusive.



ADD USERS TO GROUPS

To assign users to a group from the Users Tab, you must first select one or multiple users that have already accepted the invitation to be part of your team and then click on the Add to Groups button. It will open a modal where you can select one or multiple groups at a time. Here you will also find a table with all groups on your Team and a search field where you can search by group name.



Note: You can select one or multiple Users and assign them to one or multiple groups at a time.

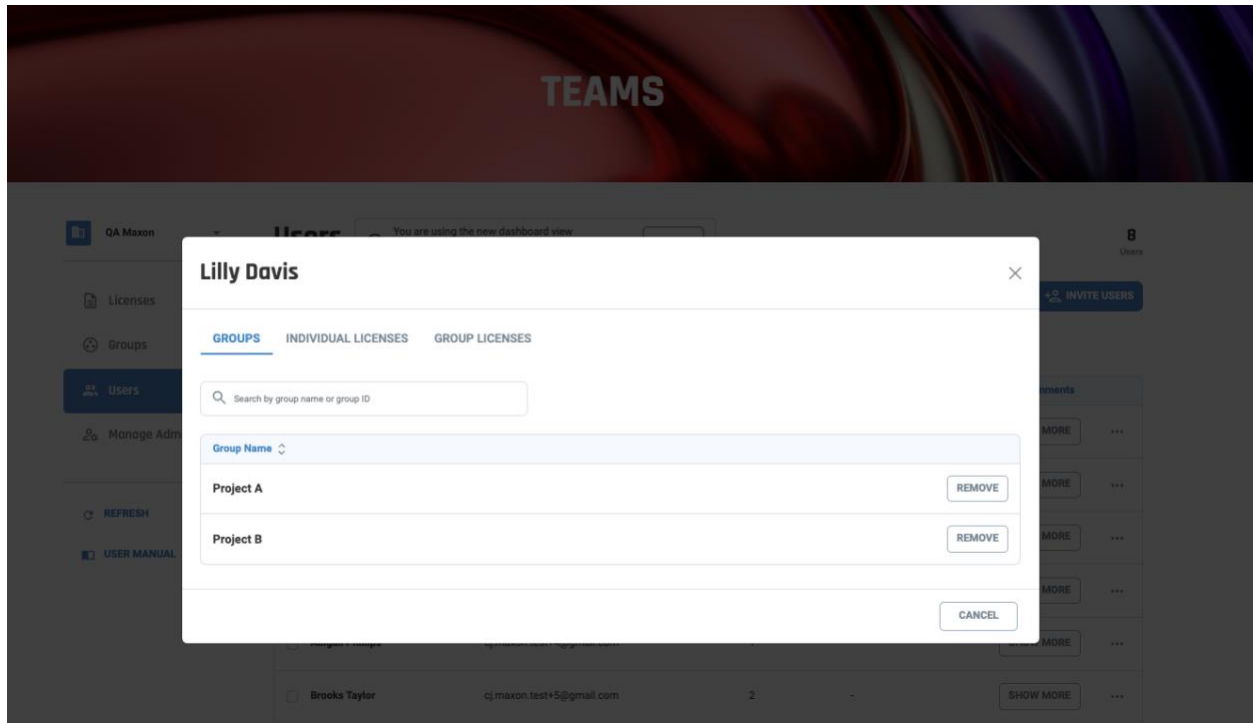
USERS - SHOW MORE

When you click on the Show More button, a Modal will open, here you can see more information related to the selected user as a table of groups the selected user is a member, groups, and individual licenses assigned.

GROUPS TAB

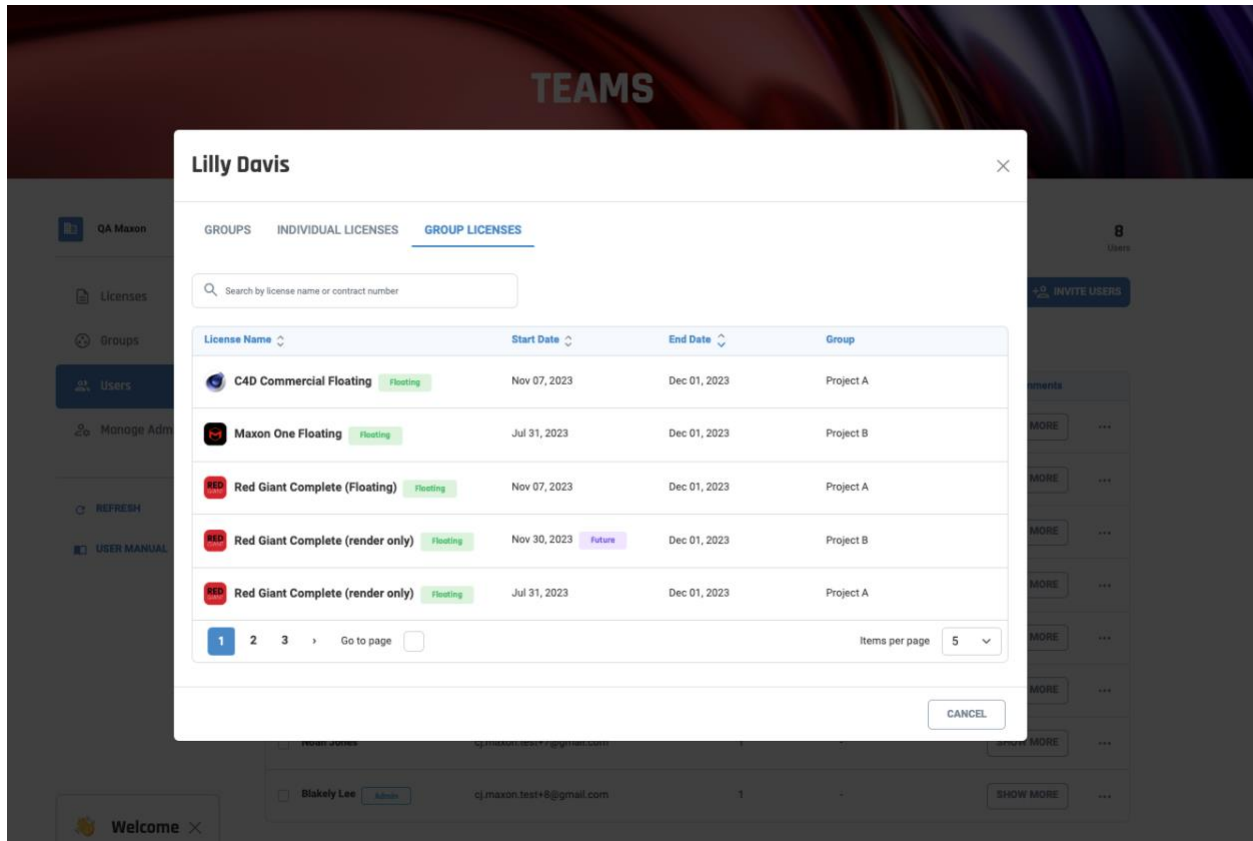
On the Groups tab, you can see a table with all the groups assigned to the selected user. You also find a **search** field where you can search for groups by name.

On the left side of the table you also have the option to remove a group by clicking on the **Remove** button, this way the license will be removed from that specific user.



GROUP LICENSES TAB

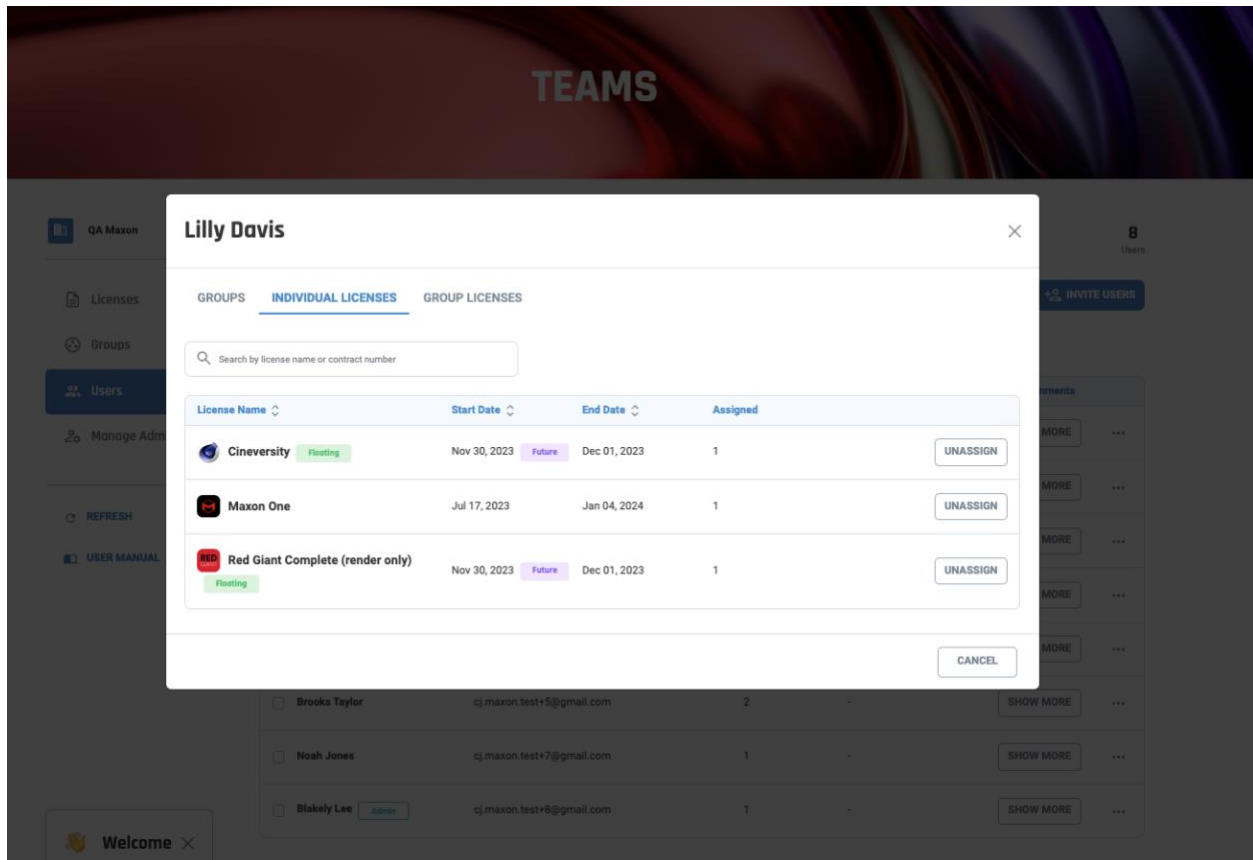
On the Groups tab, you can see a table with all Licenses assigned to the groups the selected user is a member.. You also find a **search** field where you can search for licenses by name.



INDIVIDUAL LICENSES TAB

On the Individual Licenses tab, you can see a table with all the Licenses assigned to the selected user. You also find a **search** field where you can search for license by name. On this table you can see the Software name, end date, and number of assigned seats.

On the left side of the table you also have the option to unassign the licenses from this user by clicking on the **Unassign** button, this way the license will be removed from that specific user.



USERS TABLE - ACTIONS - MORE

By clicking the **More** button (...) users can remove a user from the Team or copy user ID.

REMOVE FROM TEAM

To remove an User, you just have to click on the **More** button (...) on the row of the desired user, and then click on the Remove from Team option. It will open a small modal where you can confirm the action.

By confirming on the Remove from Team action, the selected user will be removed from the Team and will lose access to all groups and individual licenses they have.

- Maxon Office TEAM
- Licenses
- Groups
- Users**
- Manage Admins
- REFRESH
- USER MANUAL

Users 450 Users

Search by user email or name

+ ADD TO GROUPS + ADD NEW USERS

USERS INVITATIONS

Name	Email	Groups	Licenses	Assignments	
<input type="checkbox"/> Jane Doe <small>Team Owner</small>	name@company.com	3	4	SHOW MORE ...	
<input type="checkbox"/> Mike Thompson	name@company.com	3	4	SHOW MORE ...	
<input type="checkbox"/> Tom Smith <small>Admin</small>	name@company.com	3	4	SHOW MORE ...	
<input type="checkbox"/> Jane Doe	name@company.com	3	4	SHOW MORE ...	
<input type="checkbox"/> Tom Smith <small>Admin</small>	name@company.com	3	4	SHOW MORE ...	
<input type="checkbox"/> Mike Thompson	name@company.com	3	4	SHOW MORE ...	
<input type="checkbox"/> Tom Smith	name@company.com	3	4	SHOW MORE ...	
<input type="checkbox"/> Mike Thompson	name@company.com	3	4	SHOW MORE ...	
<input type="checkbox"/> Tom Smith	name@company.com	3	4	SHOW MORE ...	
<input type="checkbox"/> Mike Thompson	name@company.com	Enterprise ID	3	4	SHOW MORE ...

< 1 2 3 4 ... > Go to page Items per page 10

Copy profile ID

Remove from team

- Maxon Office TEAM
- Licenses
- Groups
- Users**
- Manage Admins
- REFRESH
- USER MANUAL

Users 450 Users

Search by user email or name

+ ADD TO GROUPS + ADD NEW USERS

USERS INVITATIONS

Name	Email	Groups	Licenses	Assignments	
<input type="checkbox"/> Jane Doe <small>Team Owner</small>	name@company.com	3	4	SHOW MORE ...	
<input type="checkbox"/> Mike Thompson	name@company.com	3	4	SHOW MORE ...	
<input type="checkbox"/> Tom Smith <small>Admin</small>	name@company.com	3	4	SHOW MORE ...	
<input type="checkbox"/> Jane Doe	name@company.com	3	4	SHOW MORE ...	
<input type="checkbox"/> Tom Smith <small>Admin</small>	name@company.com	3	4	SHOW MORE ...	
<input type="checkbox"/> Mike Thompson	name@company.com	3	4	SHOW MORE ...	
<input type="checkbox"/> Tom Smith	name@company.com	3	4	SHOW MORE ...	
<input type="checkbox"/> Mike Thompson	name@company.com	3	4	SHOW MORE ...	
<input type="checkbox"/> Tom Smith	name@company.com	3	4	SHOW MORE ...	
<input type="checkbox"/> Mike Thompson	name@company.com	3	4	SHOW MORE ...	
<input type="checkbox"/> Tom Smith	name@company.com	3	4	SHOW MORE ...	
<input type="checkbox"/> Mike Thompson	name@company.com	Accepted	3	4	SHOW MORE ...

< 1 2 3 4 ... > Go to page Items per page 10

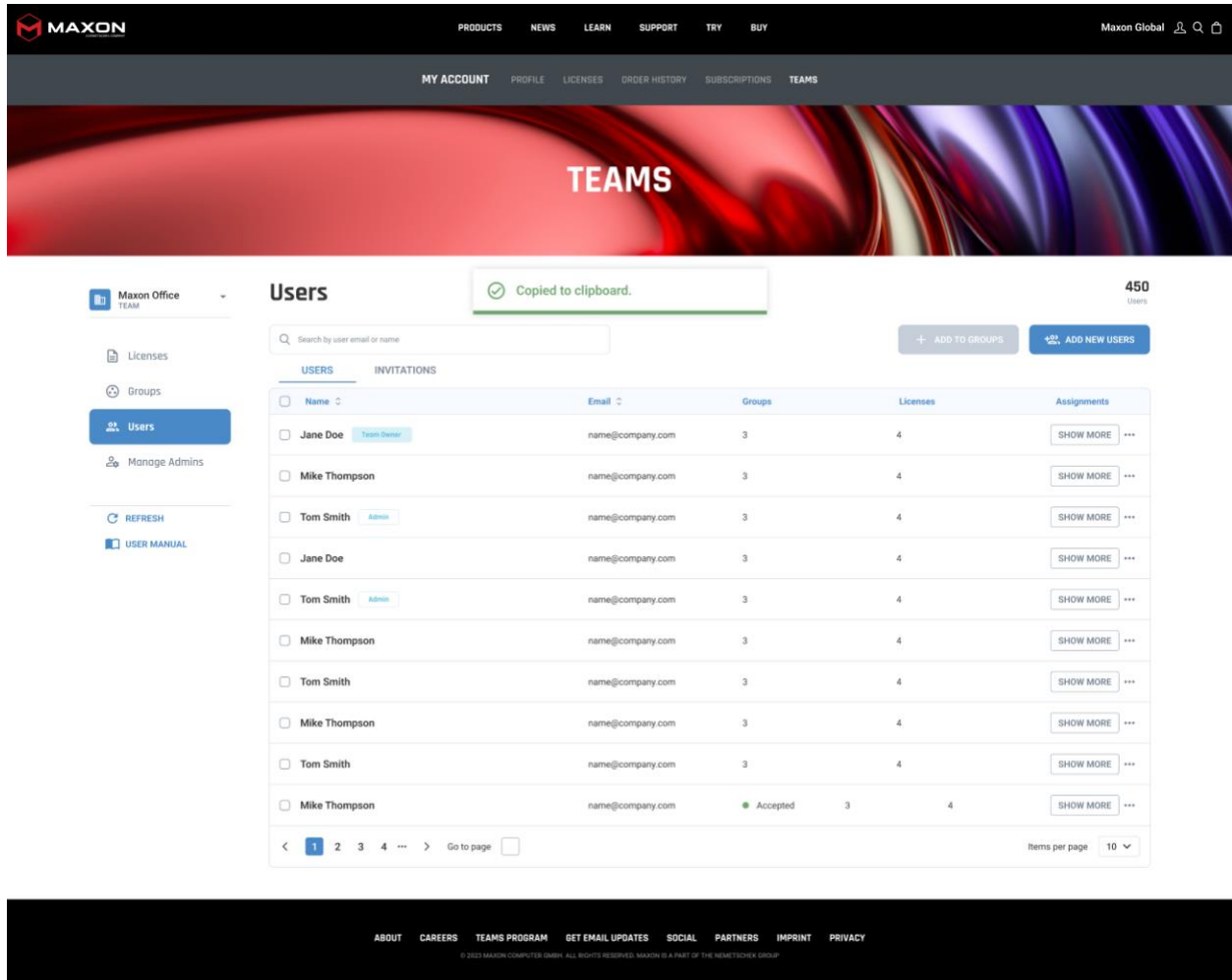
!

Are you sure you want to remove Jane Doe from your team?

CANCEL YES, REMOVE

COPY USER ID

To copy the user ID, you just have to click on the **More** button (...) on the row of the desired user, and then click on the Copy User ID option.



The screenshot displays the MAXON web application interface for managing users. At the top, there is a navigation bar with the MAXON logo and links for PRODUCTS, NEWS, LEARN, SUPPORT, TRY, and BUY. Below this is a secondary navigation bar with MY ACCOUNT, PROFILE, LICENSES, ORDER HISTORY, SUBSCRIPTIONS, and TEAMS. The main header area features a large banner with the word "TEAMS" in white text on a red and purple abstract background.

The main content area is titled "Users" and shows a notification "Copied to clipboard." in a green box. On the right, it indicates "450 Users". There are two buttons: "+ ADD TO GROUPS" and "+ ADD NEW USERS". A search bar is present with the placeholder "Search by user email or name". Below the search bar, there are tabs for "USERS" and "INVITATIONS".

The "USERS" tab displays a table with the following columns: Name, Email, Groups, Licenses, and Assignments. The table contains 12 rows of user data. The first row is Jane Doe (Team Owner), followed by Mike Thompson, Tom Smith (Admin), Jane Doe, Tom Smith (Admin), Mike Thompson, Tom Smith, Mike Thompson, Tom Smith, and Mike Thompson. The last row is Mike Thompson with a green "Accepted" status icon. Each row has a "SHOW MORE" button and a three-dot menu icon.

At the bottom of the table, there is a pagination control showing "1" selected, and a "Go to page" input field. On the right, there is a "Items per page" dropdown menu set to "10".

At the bottom of the page, there is a footer with links for ABOUT, CAREERS, TEAMS PROGRAM, GET EMAIL UPDATES, SOCIAL, PARTNERS, IMPRINT, and PRIVACY. Below these links is a small copyright notice: "© 2023 MAXON COMPUTER GMBH. ALL RIGHTS RESERVED. MAXON IS A PART OF THE NEMETSCHEK GROUP".

MANAGE ADMINS

From the Manage Admins tab, you can add or remove the admin role to other users from your Team, search for admins by email or name, sort admin user by name or email and, see all users with admin role from your team

Note: You can differentiate Admin Users and Team Owners by the tag next to their names

TEAMS

The screenshot shows the 'Manage Admins' page. At the top, there is a notification: 'You are using the new dashboard view. Go back to the old version' with a 'DISMISS' button. The page title is 'Manage Admins' and it shows '3 Manage Admins'. A search bar is present with the placeholder text 'Search by user first/last name, email or ID'. Below the search bar is a table of admins:

Name	Email	
Charles Cooper Team Owner	cj.maxon.test+10@gmail.com	
Lilly Davis	cj.maxon.test+12@gmail.com	REMOVE ADMIN STATUS
Blakely Lee	cj.maxon.test+8@gmail.com	REMOVE ADMIN STATUS

On the left sidebar, there are navigation options: Licenses, Groups, Users, and 'Manage Admins' (which is highlighted). At the bottom of the sidebar are 'REFRESH' and 'USER MANUAL' buttons. On the right side of the main content area, there is an '+ ADD ADMIN' button.

ADD ADMIN ROLE

To add the Admin role to users you must click on the Add Admin button. It will open a modal where you can select one or multiple users at a time. When you finish selecting all desired users, click the Add Admins button.

After that, the selected users will be added to the Manage Admins table and granted the admin role.

Here you will also find a table with all non-admin users on your Team and a search field where you can search by email or name.

The screenshot shows a modal titled 'Select user(s) to add them as admins'. It has a search bar with the placeholder text 'Search by user first/last name, email or ID'. Below the search bar is a table of non-admin users:

Name	Email
<input type="checkbox"/> Harry Clark	cj.maxon.test+13@gmail.com
<input checked="" type="checkbox"/> Ana Davis	cj.maxon.test+2@gmail.com
<input checked="" type="checkbox"/> Abigail Phillips	cj.maxon.test+4@gmail.com
<input type="checkbox"/> Brooks Taylor	cj.maxon.test+5@gmail.com
<input type="checkbox"/> Noah Jones	cj.maxon.test+7@gmail.com

At the bottom of the modal, there are 'CANCEL' and 'ADD ADMIN' buttons. The modal is overlaid on the 'Manage Admins' page, which is dimmed in the background.

REMOVE ADMIN ROLE

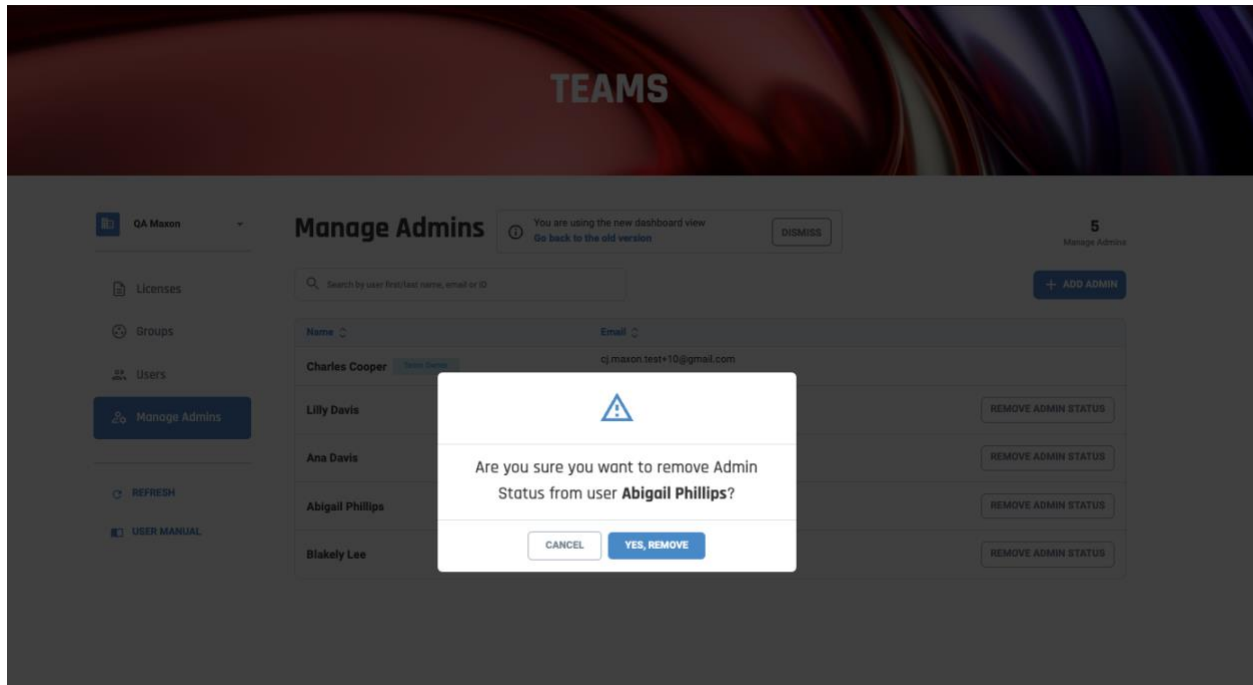
To Remove the Admin role from users you must click on the Remove Admin Status button on the row of the desired user. It will open a small modal where you can confirm the action.

By removing the admin role from a user, the user still be part of your Team but will no longer have administrator privileges.

To confirm this change has taken effect, you can do the following:

- You can confirm that the user is no longer listed in the Manage Admins table
- You can confirm that the user does not have the Admin tag next to their name.

Note: You can always grant the same user the Admin Role again if you wish.



Note: It is not possible to remove Admin Role from the Team Owner.

WHAT TO EXPECT NOW ON TEAMS DASHBOARD AFTER EVERY ACTION?

Toast messages are shown to let you know whether the action is processed successfully or not. Toast messages are shown in green colors with the Success title and its message for each action. Also, we are showing Error toast messages in cases where an action cannot be processed with the appropriate message for that action.

Here are some examples:

Manage Admins Success! Admin role removed. 20 Admins

Search by user email or name + ASSIGN ADMIN ROLE

Name	Email	
Mike Thompson Team Trainer	name@company.com	REMOVE ADMIN ROLE
Jane Doe	name@company.com	REMOVE ADMIN ROLE
Tom Smith	name@company.com	REMOVE ADMIN ROLE
Mike Thompson	name@company.com	REMOVE ADMIN ROLE

Groups Copied to clipboard. 50 Groups

Search by group name ADD USERS + CREATE NEW GROUP

Name	Users	Licenses	Licenses per User	Refresh Time	Assignments
<input type="checkbox"/> Marketing US	80	37	2	10	SHOW MORE ...
<input type="checkbox"/> Unassigned Users	56	12	1	5	SHOW MORE ...

MAXON PRODUCTS NEWS LEARN SUPPORT TRY BUY Maxon Global

MY ACCOUNT PROFILE LICENSES ORDER HISTORY SUBSCRIPTIONS TEAMS

TEAMS

Groups 50 Groups

Success! License refresh time set.

ADD USERS CREATE NEW GROUP

Search by group name

Name	Users	Licenses	Licenses per User	Refresh Time	Assignments
Marketing US	80	37	2	10	SHOW MORE
Unassigned Users	56	12	1	5	SHOW MORE

SORTING ACROSS ALL TABLES

To make it easier for you to find the information you are looking for, we have added the option to sort the columns of each table in the Teams Dashboard in alphabetical order.

Licenses 50 Licenses

You are using the new dashboard view [Go back to the old version](#) DISMISS


Search by license name or contract number

% LICENSE USAGE ASSIGN TO GROUP ASSIGN TO USER

License Type License Status

License Name	Start Date	End Date	Available	Total	Assignments
C4D Commandline Floating Floating	Jul 31, 2023	Dec 01, 2023	18	18	SHOW MORE
C4D Commandline Floating Floating	Nov 30, 2023 Future	Dec 01, 2023	14	14	SHOW MORE
C4D Commandline Floating Floating	Nov 07, 2023	Dec 01, 2023	8	8	SHOW MORE
C4D Commandline Floating Floating	Jul 17, 2023	Nov 01, 2023 Expired	3	4	SHOW MORE
C4D Commercial Floating Floating	Nov 07, 2023	Dec 01, 2023	1	4	SHOW MORE
Cinema 4D + Red Giant Complete (Teams)	Nov 30, 2023 Future	Dec 01, 2023	7	7	SHOW MORE

GROUPS

 You are using the new dashboard view
[Go back to the old version](#)







DISMISS

5
GROUPS


Search by group name or group ID

 ADD USERS

[+ CREATE NEW GROUP](#)

<input type="checkbox"/> Group Name 	Users 	Licenses 	Licenses per User 	Refresh Time 	Assignments
<input type="checkbox"/> Default Group 	-	-	-	-	
<input type="checkbox"/> Project A	8	17	-	-	SHOW MORE ...
<input type="checkbox"/> Project B	3	7	2	-	SHOW MORE ...
<input type="checkbox"/> Project C	-	1	-	-	SHOW MORE ...
<input type="checkbox"/> Project D	-	3	-	-	SHOW MORE ...

Manage Admins



 You are using the new dashboard view
[Go back to the old version](#)

DISMISS

4
Manage Admins

Search by user first/last name, email or ID

[+ ADD ADMIN](#)

Name 	Email 	
Ana Davis	cj.maxon.test+2@gmail.com	REMOVE ADMIN STATUS
Blakely Lee	cj.maxon.test+8@gmail.com	REMOVE ADMIN STATUS
Charles Cooper Team Owner	cj.maxon.test+10@gmail.com	
Lilly Davis	cj.maxon.test+12@gmail.com	REMOVE ADMIN STATUS