# Maxon Teams Accounts

Introduction

In most user-based licensing solutions licenses are locked to a user's account. Only the user can sign in and access the licenses they have purchased. This is not very convenient for anyone with a small studio, or indeed Enterprise, setup, as the license account name and password must be shared among all users. What is really needed is to be able to buy licenses on behalf of your staff and then share them with the staff while remaining in control of those licenses. This is precisely what Teams Accounts allow.

Teams licenses can be selectively shared with individuals or with groups who the account administrator can invite and dismiss from the organization as and when they choose. Furthermore, the licenses and users can be pooled into groups to add a finer granularity to your licensing structure. Standard Teams licenses can be assigned to individuals only, but floating teams licenses can be assigned to individuals and groups of users.

Teams Tab

Teams Accounts require no special software, nor updates to any of the Maxon products, nor any change to your working environment – indeed if you have purchased Teams subscriptions they are already there and waiting for you. Just open a web browser and navigate to your MyMaxon page: https://my.maxon.net/

Once your account has been converted to a Teams account, you will see the Teams view:
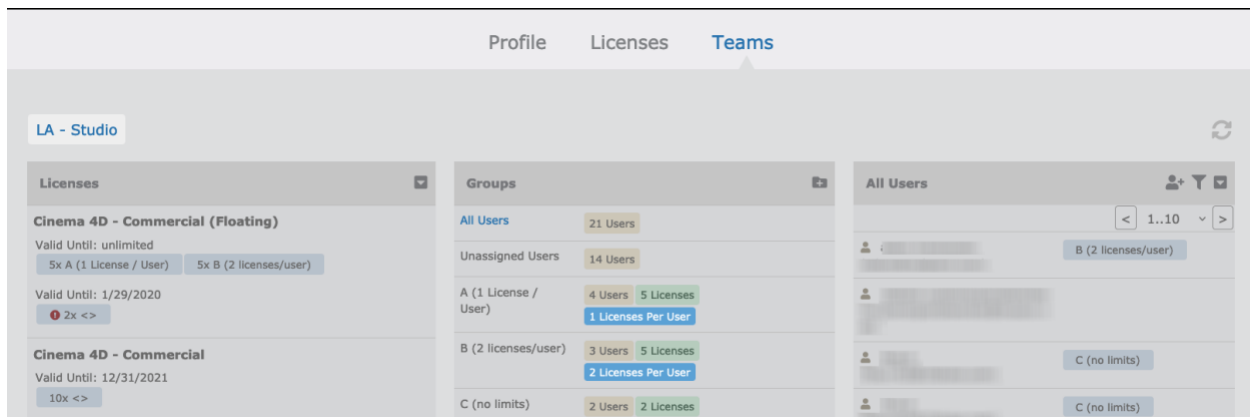
License management should not be complicated, so we have striven for simplicity at all times. The 3 columns cover the key components; Licenses, Groups and Users.

Licenses: The licenses column will list all the licenses the account owner has. Each license will furthermore detail the number in use, available and, where relevant, the expiration date.

Groups: A Teams administrator may create groups. These groups can contain a collection of users who can all access the licenses assigned to the group in an ad-hoc fashion. Note: Only floating licenses can be assigned to a group.

Users: A list of all the users in the organization. Each user has detailed the groups they are in and other relevant information.
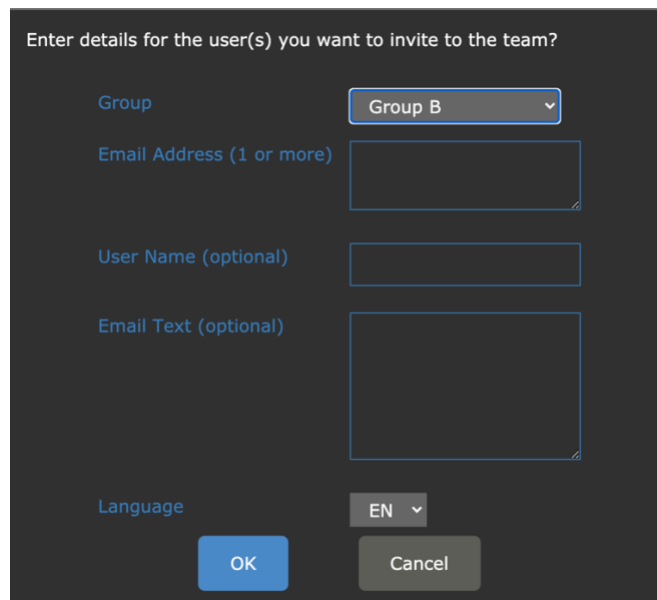
Inviting Users

To invite users into a team, go to the top of the Users column on the righthand side, press the add user button (see image below)
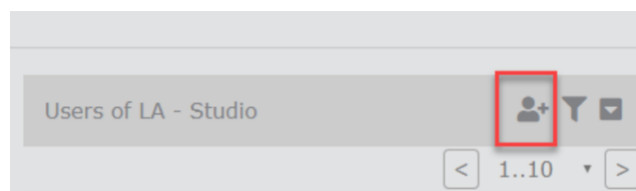
Hint: As a shortcut, you can select a group before you press the 'Add User' button. Then when the user accepts to join your organization they will be automatically added to the group selected.
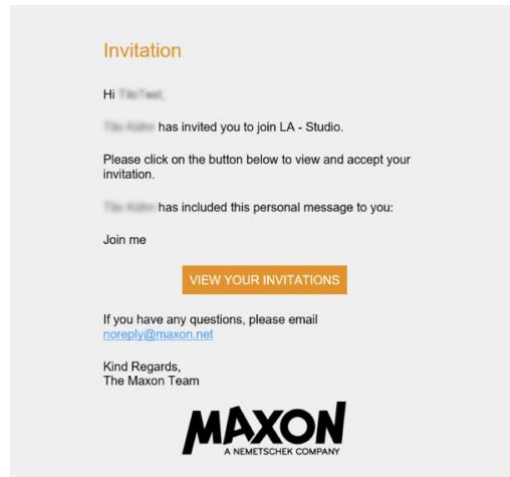
You will be prompted to enter the user's details:

If you wish to invite multiple users at once you may enter a comma separated list into the Email box, each user will receive their own invitation email.

The User Name and Email Text are optional, they will be used only in the text of the email sent, they are just so you can add some contextual information if you want. Don't worry if the user does not yet have a MyMaxon account, they can create one during the acceptance process.

After pressing OK, the user will be sent an email like the following:

The user then needs to press '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.

In the Teams tab of the owner's account invited users will show as pending until they have accepted – this is so you know the invitation was sent successfully.

That's it. They are now a member of your Teams account and you can assign licenses to them. If a user is unsure if they have successfully joined an organization they should look at the bottom of their licenses tab, under their account identifier they will see the labels of any groups they are currently part of.

Please Note: A user can be part of any number of Teams, membership is not exclusive.
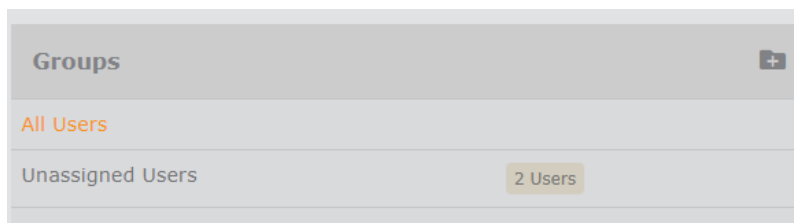
Assigning Licenses to Users

Now that the user is part of your Teams account you will need to assign licenses to them, or if you have floating licenses, assign the user to a group where you have also assigned some licenses. This is all done via drag and drop on the Teams tab of the account owner or administrator.

Firstly, let's look at assigning licenses to individuals. This is done by a simple drag and drop, either drag the license on to the user, or the user on to the license. The target icon will turn green to signify a valid target.
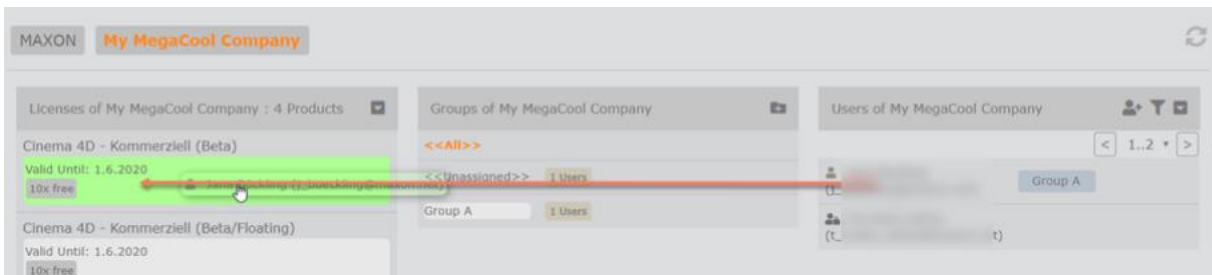
Creating Groups

At the top of the Groups column press the '+' symbol on the folder. You will be prompted to give the new group a name.

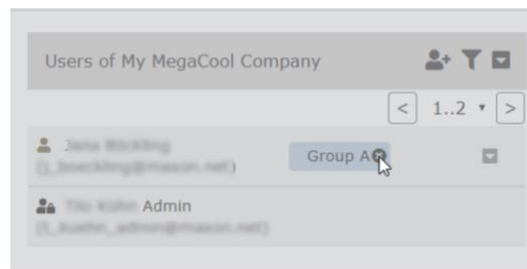**Please Note**: Only floating licenses can be assigned to a group.

If a group is selected at the same time as a user is added, the user will automatically be added to that group when they accept the invitation to join the organization.

Assigning & Removing Users in Groups

To add a user to a group within your organization drag and drop the user to the group, or vice versa. The target area will turn green to signify a valid drop point.
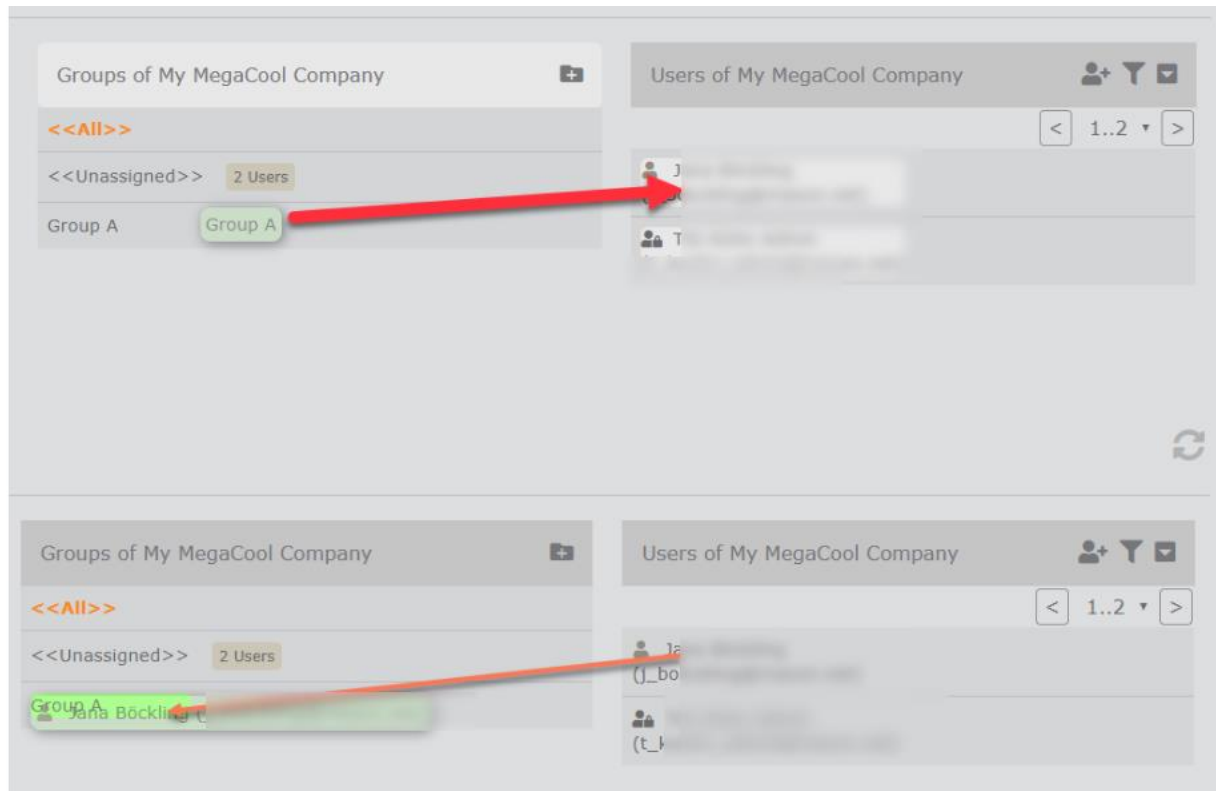
To remove a user from a group, select the group from the list of Groups. The All Users column will change to show only the users within that group, or simply locate the user you wish to remove from the group in the All Users column, they will have a list of the groups they are in beside them. Select the cross on the item detailing the group and they will be removed from that group.

Assigning Licenses to Groups

Please note, standard, or non-floating, licenses - can be assigned to users only. Floating licenses - can be assigned to users and groups. Again, simply drag and drop between the appropriate columns.

To remove a license from a user, locate the user in the license entry's list of users and select the cross.
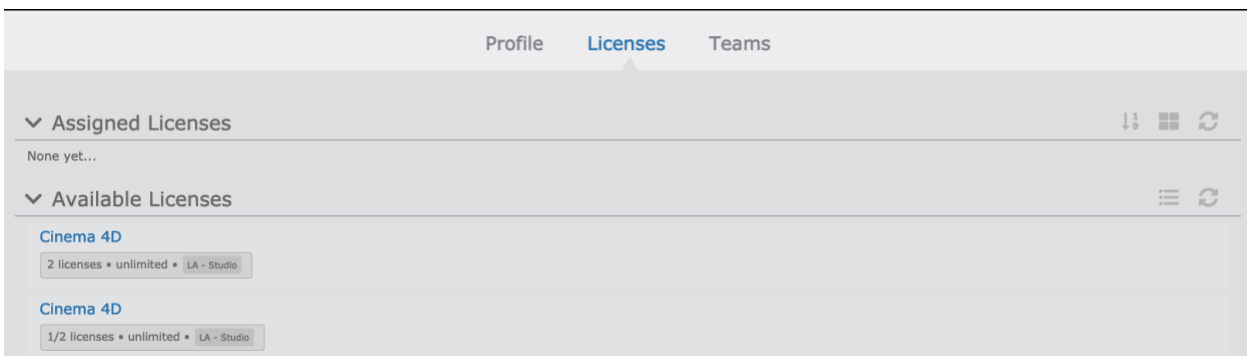

License Use

To view the license activity of a user you can select the drop-down menu beside their name and choose 'Show License Usage'. This will then show any licenses the user currently holds. The account administrator can then choose to withdraw the licenses in use if they need to. The 'Show License Usage' drop-down entry beside each of the Groups will show the license usage within the selected group and the account administrator can choose to withdraw the licenses. The drop-down menu in the Licenses column will show the license use for all users in the Teams account:
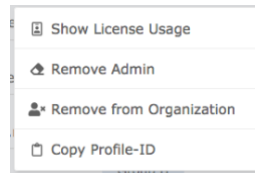

If a user is unsure if the licenses they are using are from a Teams account or not, they can view them in the Licenses tab. Each license will detail if it is from an organization.

Removing/Editing a User

Removing or editing a user in your Teams account is done by locating the user in the Users column and then selecting the drop-down menu beside their name:


You can view their license usage, make them an administrator of the account, or remove administrator privileges and of course remove them from the Teams account entirely. Note: The account owner cannot be removed from the Teams account.

A user can also tell if they are an administrator of a Teams account by looking at their Account details at the bottom of their MyMaxon account page. This section shows what, if any, accounts you are a member of. If you are an administrator of the account the icon will have a small user with a cog wheel on it. **Please Note**: A Teams member can be made an administrator even if the account is not their own.
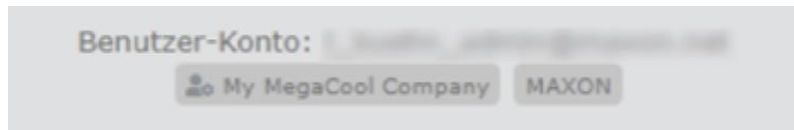
Controlling Group License Behavior

Group license behavior can only be controlled by an administrator of the account. The administrator can control the number of licenses any one user may take and the refresh time of the licenses within the group.
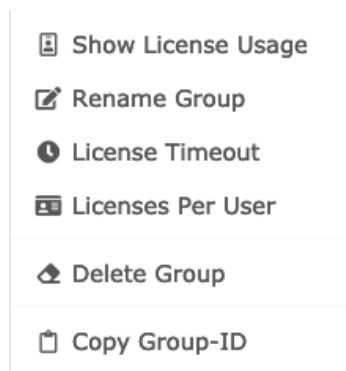
Licenses Per User: If there are 10 licenses available to a group, all of these licenses could be taken by any one user, this may or may not be desirable. An administrator may limit the number of

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.

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.