Antidote 10
The write cure.

CORRECTOR
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GUIDES

CLIENT PORTAL USER GUIDE

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## AMP PORTAL
The Client Portal is your very own control centre, providing you with all the important information about your profile, licenses and subscriptions. It also gives you access to admin tools, useful shortcuts and any installation files that you need to download.
ACCESS
Access your Client Portal with just a few clicks:
1. Go to antidote.info.
2. Click Client Portal at the top right of the page.
3. Log in using your Druide account.

LOGIN
Log in with your Druide ID and password or with one of the single sign-on services linked to your Druide account (Google, Facebook or Office 365).

If you have forgotten your password, click Forgot your password? located under the Password field in the login window and enter the email address linked to your Druide ID. You will receive an email shortly thereafter allowing you to reset your password.

LOGOUT
To log out of your Client Portal, click on your avatar in the top right of the window and select Log out from the drop-down menu.

If you logged in using one of the single sign-on services, you can log out of Google, Facebook or Office 365 when logging out of your Client Portal. If you do not, you will remain logged into the service. For example, if you used Google, your Gmail account will still be accessible from the same browser. If you are using a shared or public computer, we recommend that you log out of the service that you used to log into your Client Portal.
The Druide account is at the heart of Druide’s network of products and services.

The Druide account allows you to do the following:

- Access your Client Portal to manage your licenses and subscriptions. (Find out more...)
- Synchronize your Antidote’s personal dictionaries and favourites across multiple devices. (Find out more...)
- Access your personal or family version of Typing Pal. (Find out more...)

We recommend that you always use the same Druide account whenever necessary in order to centralize and simplify the management of your Druide products and services within a single Client Portal.

**CREATING A DRUIDE ACCOUNT**

You can create a Druide account by filling out a short form when you do the following:

- Buy a new Antidote license.
- Upgrade or crossgrade an Antidote license.
- Use the download code of a copy of Antidote bought in a store.
- Create a subscription to a personal or family edition of Typing Pal.

If your email is already linked to a Druide account, it is because you have already created one. In this case, you will be asked to log in using this account.

After creating your account, you will automatically receive an email to confirm that you have provided a valid email address. Follow the instructions in the email. You will need a valid email address to access your account if you ever forget your password.

**LOG IN USING YOUR DRUIDE ACCOUNT**

Any time that authentication is required, log in using your Druide identifier or one of the single sign-on services (Google, Facebook or Office 365) linked to your account.

**MANAGING YOUR DRUIDE ACCOUNT**

Managing your Druide account is done through your Client Portal.

You will be able to do the following:
Complete and update your personal information associated with your profile.

Manage your single sign-on services (Google, Facebook and Office 365).

Modify your billing information.
The Client Portal automatically brings you to the Overview tab.

If you have at least one multi-user license (5 or more workstations), please see our guide to learn more about the Multi-User section of the Client Portal.
The **My products** section lists your licenses and subscriptions. Each item has a shortcut button to either download an installer or to access your subscription online.

The **My information** section lists the contact information associated with your profile. Make sure that it is up to date. If not, click **Edit profile** to update your personal information.

The **Overview** tab is also where you can use a download or subscription code to obtain the Druide product that you bought from a reseller.
The **My products** tab contains the files for all your Druide products.

Antidote multi-user licenses (5 or more workstations) are found in the Multi-User section of the Client Portal. Please see our [guide](#) to learn more.

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### ANTIDOTE 10

**License overview**

The overview of your Antidote 10 license contains the following:

- its languages (English, French, or English + French)
- a short personalized description (if you have added one)
- its serial number

**Detailed view of a license**

To access the detailed view of a license, click on the drop-down arrow at the beginning of its summary line.

The detailed view allows you to see the following:

- the license’s date of purchase
- the license’s personalized description
- the language modules it contains
- the expiration date of the ATA service
- the serial number
- the activation code

**License description**

If you have multiple licenses, you can give them a short description to distinguish them more easily from one another.

1. Display the license’s detailed view.
1. Click **Edit** in the Description field.
1. Add and save a short description.

**Download an installer**

- [Antidote 10 English + French v2.1 for macOS](#)
To download a specific installer for Windows, macOS or Linux, select it from the drop-down menu and then click **Download**.

**TYPING PAL**

**Subscription overview**
The overview of your Typing Pal subscription contains the following:

- the type of edition (family or personal edition)
- the expiry date.

**Detailed view of a subscription**
To access the detailed description of a subscription, click on the drop-down arrow at the beginning of its summary line.

The detailed view allows you to see the following:

- the subscription’s start date
- the type of plan
- the expiry date
- the name of the main user

**Managing Typing Pal users**
The detailed view contains a shortcut button called **Manage Users**. Click on it and access Typing Pal’s **Settings** page directly. You will be able to add new users and manage their accounts.
The **My information** tab contains your profile, your single sign-on services and your billing information.

**PROFILE**

The **Profile** section displays the identification information associated with your Druide account.

You can click **Edit** to change or update the following:

- your avatar
- your personal information
- your password

**AUTHENTICATION**

The **Authentication** section displays the three available single sign-on services: Google, Facebook and Office 365.

You can log in using the information associated with these popular services instead of with your Druide ID. This makes it easier to remember your passwords and also allows you to connect to your Client Portal with just one click if you have already signed into one of them.

**BILLING INFORMATION**

The **Billing information** section displays the billing address and credit card information entered in your file.

Click **Edit** to add or update this information.
The My invoices tab displays past and upcoming transactions as well as the credit card entered in your file.

Invoices for Antidote multi-user licenses (5 or more workstations) are sent by email to the network administrator.

**UPCOMING PAYMENTS**

If you have chosen the automatic subscription renewal option, please see the Upcoming payments section to see the date on which Druide will charge you for the renewal.

**CREDIT CARD**

The Credit card section displays the credit card entered in your file. Make sure that it is still valid if you have any upcoming payments. If it is not, click Edit payment details to update your information.

**INVOICE HISTORY**

The Invoice history section lists transactions made on our online stores.

To obtain the details for a transaction, click Show invoice.
ONE PORTAL, TWO SECTIONS

If you have at least one Antidote multi-user license (5 or more workstations), your Client Portal now contains a section specifically for your multi-user products.

Use the menu in the top left of the window to move between the two sections.

The Client Portal — Multi-User bears the name of the organization that owns the multi-user licenses, while Client Portal — Single-User bears your name.

OVERVIEW

The Multi-User Client Portal automatically brings you to the Overview tab.

This page displays the following:

- tiles containing essential information about your organization’s multi-user licenses
- a tile showing your AMP coverage
- a tile with the organization’s contact information
- a list of your Antidote multi-user licenses

DOWNLOAD

For each of your licenses, the Download tab displays the following:

- the number of workstations included in the license
- the serial number
For as long as it is valid, the Antidote Maintenance Program (AMP) gives you access to the installers for all the versions of an edition of Antidote.

The files to download are organized by operating system in three separate tabs (Windows, macOS and Linux).

**USERS**

The *Users* tab displays the list of administrators that have access to the Multi-User Client Portal.

In the case of large organizations, it can be useful to grant access to the information in the Multi-User Client Portal to more than one person. If this applies to you, click **Add administrators** and follow the instructions in the modal window.

If a user does not respond to your invitation, you can click **Resend invitation** and ask them to check if the invitation has not been stored in their junk mail folder.
GRADUAL TRANSITION

In the coming months, the Multi-User Client Portal will gradually replace the AMP Portal as the sole control centre for your Antidote multi-user licenses.

Among its many advantages, the Multi-User Client Portal is able to group together several multi-user licenses within a single control centre. This saves users from having to access a separate AMP Portal for every multi-user license.

LICENSE MIGRATION

The migration of Antidote multi-user licenses from the AMP Portal to the Multi-User Client Portal occurs when a license is upgraded or crossgraded to Antidote 10.

To begin the migration process, you need to do the following:

1. Log into your AMP Portal.
1. Click Upgrade or Crossgrade.
1. Read the information displayed in the modal window.
   - A confirmation message will then be sent by email to the person responsible for the license.

Before upgrading to Antidote 10, the network administrator should check its compatibility with the software and computers on which they intend to install it.

The upgrade or crossgrade to Antidote 10 will close the license’s AMP Portal and create a brand new Client Portal. The instructions on how to create this space and to upgrade to Antidote 10 will be sent by email to the network administrator.

When accessing the new Multi-User Client Portal for the first time, the network administrator will be asked to create a Druide account or to log in if they already have one.

All the network administrator’s other multi-user licenses will automatically be grouped together in the same Multi-User Client Portal.