



# CLIENT PORTAL USER GUIDE

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# 1 INTRODUCTION

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.

The screenshot shows the 'My Portal' interface for a user named Emma Sanchez. The header includes the 'My Portal' logo, a language selector set to 'EN', and a profile picture. The main header area features the user's name 'Emma Sanchez' and an email address ending in '@mac.com', with an 'Edit profile' button. Below this is a navigation bar with four options: 'Overview' (selected), 'My products', 'My information', and 'My Invoices'.

The 'Overview' section is divided into two main columns. The left column, titled 'My products', lists three items:
 

- Antidote 10** (1 license): Includes a 'Download' button and a license key 'A10'.
- Antidote Web Beta**: Includes an 'Access Antidote Web' button and a note that the subscription is valid until December 28, 2019.
- Typing Pal** (Home Edition - 3 users): Includes an 'Access Typing Pal' button and a note that the subscription is valid until December 18, 2019.

The right column, titled 'My information', displays a list of personal details:
 

- Name: Emma Sanchez
- Email: [redacted]@mac.com
- Password: [redacted]
- Phone: 514-555-7203
- Address: 1435 ave De Lorimier, Montréal, Quebec H2G2P6, Canada

Below the 'My information' section is a 'Use a code' box with a barcode icon. It prompts the user to enter a subscription or download code and provides a 'Use' button. The input field contains the placeholder text 'XX-XXXX-XXXX-XXXX'.

The bottom section, titled 'Products to discover', features the 'Books from Éditions Gruide' with a 'Browse the catalogue' button. A brief description states: 'Gruide publishes French-language fiction, general literature, essays and children's literature, as well as reference works.'

## 2 LOGIN

### ACCESS

Access your Client Portal with just a few clicks:

1. Go to [antidote.info](https://antidote.info).
1. Click **Client Portal** at the top right of the page.
1. Log in using your [Druide account](#).

### LOGIN

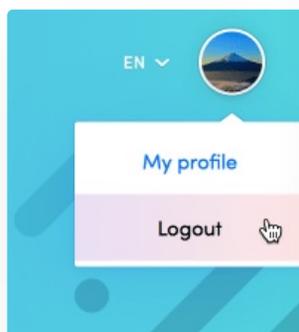
Log in with your Druide ID and password or with one of the single sign-on services linked to your Druide account (Google, Facebook or Office 365).

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.



Antidote Antidote 10 Antidote Mobile Codes Help Center Client Portal EN BUY

# Antidote, the write cure.

Corrector | Dictionaries | Guides

Whether you're writing an essay or an email, a simple click of a button will open some of the most comprehensive and useful language resources ever created.

CREATE AN ACCOUNT EN

## Log in

Continue with Google

Continue with Facebook

Continue with Office 365

OR

ID (E.G. EMAIL ADDRESS)

PASSWORD

Remember me

LOG IN

[Forgot your password?](#)

## 3 DRUIDE ACCOUNT

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 Druideidentifier 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.



LOG IN EN ▾

## Create an account

 Continue with Google

 Continue with Facebook

 Continue with Office 365

OR

FIRST NAME LAST NAME

EMAIL

PASSWORD [Show password](#)

Security level

I confirm that I am over 15 years old.

I accept the [Conditions of use](#) and the [Privacy policy](#).

CREATE MY ACCOUNT

## 4 OVERVIEW

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.

**My Portal** EN

**Emma Sanchez**  
@mac.com  
[Edit profile >](#)

**Overview** My products My information My Invoices

## Overview

### My products

- Antidote 10** (1 license)  
English + French  
[Download >](#)
- Antidote Web Beta**  
English + French  
Subscription valid until **December 28, 2019**  
[Access Antidote Web >](#)
- Typing Pal**  
Home Edition - 3 users  
Subscription valid until **December 18, 2019**  
[Access Typing Pal >](#)

### Products to discover

- Books from Éditions Druide**  
Druide publishes French-language fiction, general literature, essays and children's literature, as well as reference works.  
[Browse the catalogue](#)

### Use a code

Do you have a **subscription code** or a **download code**? Enter it here to add the product to your account.

[Use](#)

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.

## 5 PRODUCTS

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.

### 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.

#### Downloading an installer

Overview | **My products** | My information | My Invoices

### My products

Antidote 10 | Antidote Web Beta | Typing Pal

#### Antidote 10

Whether you are writing a letter or an email, click on a button to access some of the richest and most useful reference material ever compiled.

**My licences (1):**  
 > English + French

Antidote 10 English + French v2.1 for macOS Download

#### Antidote 10

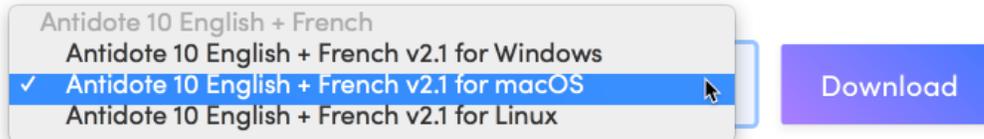
Whether you are writing a letter or an email, click on a button to access some of the richest and most useful reference material ever compiled.

**Licences (1):**  
 English + French

Date acquired	December 28, 2018	<a href="#">See invoice &gt;</a>
Description		<a href="#">Edit</a>
Modules	English-language module French-language module	
ATA service	Valid until December 28, 2019	<a href="#">Find out more &gt;</a>
Serial number	XXXXXXXXXX-A10	
Activation code	A10-XXXXXXXXXX	

Antidote 10 English + French v2.1 for macOS Download

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.

**Typing Pal**

Typing Pal is a simple and efficient web-based program for beginners and intermediates who want to touch type at full speed.

Home Edition - 3 users Valid until December 18, 2019

Subscribed since	December 18, 2018	<a href="#">See latest invoice &gt;</a>
Package	Home Edition - 3 users	
Expiry	December 18, 2019	
Users	Emma Sanchez emma.sanchez@mac.com	<a href="#">Manage users &gt;</a>

[Access Typing Pal](#)

## 6 INFORMATION

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 Druides 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 Druides 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 screenshot shows the 'My information' page in the 'My Portal' interface. The page is titled 'My information' and has three tabs: 'Profile', 'Authentication', and 'Billing information'. The 'Profile' tab is active. The profile information is as follows:

Field	Value	Action
Avatar		Edit
First name	Emma	Edit
Last name	Sanchez	
Title	Sales Director	
Company	Ollotech	
Phone	514-555-7203	
Email	@mac.com <small>This email address has been verified.</small>	
Password	.....	Edit
User since	Jun 27, 2018 (10 mois)	

# 7 INVOICES

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**.

### Authentication

Service	Account	Date	Action
 Google	■■■■■■■■@gmail.com	2018-06-27 15:12:33	<a href="#">Unlink the account</a>
 Facebook	--	--	<a href="#">Link an account</a>
 Office 365	--	--	<a href="#">Link an account</a>

### My information

Profile | Authentication | Billing information

#### Billing information

##### Address

Address	1435 ave De Lorimier	<a href="#">Edit</a>
City	Montréal	
Postal code	H2G2P6	
Country	Canada	
Region	Quebec	
Currency	CAD	

##### Credit card

Name on card	Emma Sanchez	<a href="#">Edit</a>
Card number	... .. 	
Expiration	■■■■■■■■	

## 8 MULTI-USER

### ONE PORTAL, TWO SECTIONS

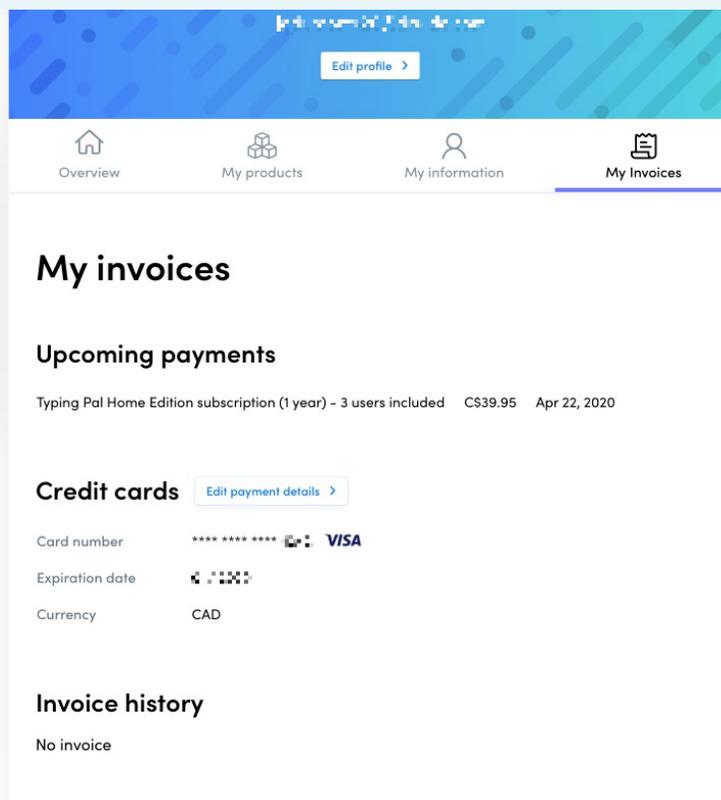
If you have at least one Antidote multi-user license (5 or more



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

- the quota code
- the complete installers that you have access to\*

\* 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.

The screenshot shows the Ollotech AMP Portal interface. The header includes the Ollotech logo, file number 642237, and navigation options for Overview, Download, and Users. The main content area is titled "Overview - Multi-user licences" and contains several informational cards:

- File number 642237**
- Antidote licences 2 licences** (with a "See licences" link)
- Types of licences Bilingual / French**
- AMP Subscription**: Includes a subscription renewal date of June 30, 2020, and a "Renew your subscription" button.
- Licence with AMP / Licence without AMP**: A comparison showing 1 licence with AMP and 1 licence without AMP, with a 50% discount for AMP licences. A "Get a quote" button is present.
- Organization**: Lists the organization as Ollotech, the main contact as Mike Holden, and shows 1 administrator account and 0 pending invitations.

At the bottom, there is a table titled "Antidote licences":

LICENCE	NUMBER OF WORKSTATIONS	AMP EXPIRY	STATUS	ACTIONS
Antidote 10 - Bilingual	10 workstations	June 30, 2020	421 days	⋮
Antidote 9 - French	5 workstations	December 1, 2	Expired	⋮

## 9 AMP PORTAL

### 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 [Druid 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.

The screenshot shows the 'Download' page in the AMP Portal. At the top, there are navigation tabs for 'Overview', 'Download', and 'Users'. The 'Download' tab is active. Below the navigation, there are three tabs for operating systems: 'Windows', 'macOS', and 'Linux'. The 'Windows' tab is selected. The main content area displays information for 'Antidote 10 - Bilingual'. It includes a '10' icon, a 'Multi-user installation manual for Windows' link, and details for 'Number of workstations' (10 workstations), 'Serial number', and 'Quota codes'. There are links for 'Licence agreements' and 'Download'. Below this, there are two sections: 'Complete installers' and 'Multi-user configuration manager'. The 'Complete installers' section shows 'Version 2.1 - April 30, 2019' and a 'Download' button. The 'Multi-user configuration manager' section shows 'Version for Antidote 10' and a 'Download' button.

The screenshot shows the 'List of administrators' page in the Multi-User Client Portal. At the top, there is a navigation bar with 'Client Portal - Multi-User' and 'Ollotech' on the left, and 'Support' and 'EN' on the right. The main header area is blue with the 'Ollotech' logo and 'File 642237'. Below the header, there are navigation tabs for 'Overview', 'Download', and 'Users'. The 'Users' tab is active. The main content area is titled 'List of administrators' and features an 'Add administrators' button. Below this, there is a table with columns for 'Administrator' and 'Last login'. The table contains one entry for 'Mike Holden ADMINISTRATOR' with a last login of '2019-05-06 10:43:51'. There are links for 'Resend invitation' and 'Remove...' next to the entry.

Administrator	Last login
Mike Holden ADMINISTRATOR @gmail.com	Pending 2019-05-06 10:43:51