



ORGANIZATION DEPLOYMENT GUIDE FOR ANTIDOTE WEB

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1 INTRODUCTION

This guide is for administrators and technicians looking to grant access to Antidote Web to the members of your organization. Deployment can be completed with a few clicks and allows you to quickly and easily send invitations to new users by email. After accepting your invitation, users will be able to open Antidote's three renowned tools in their browser: the corrector, the dictionaries and the guides.

Recommended reading – Deployment is done through the organization's Client Portal. Your very own control centre, the portal gives you access to the important information and management tools related to your organization. If you haven't already done so, please read the [Client Portal User Guide](#) to learn more about it.

2 STEP 1 – REGISTERING YOUR DOMAIN

All the domains and subdomains used in your organization’s email addresses must be registered with Druide so you can control the accounts you create. These are called **organization accounts**. If you do not register your domains and subdomains, the accounts you activate are known as **personal accounts**. Consult the [Client Portal User Guide](#) to learn more about the two types of accounts.

Druide strongly recommends that you register your domain names.

The domain or subdomain is the part of the email address that follows the “@”. Very often, it is your web site’s URL.

Example – Employee email addresses at Celtix Tech usually follow the `name.firstname@celtixtech.com` format. The domain registered with Druide is `celtixtech.com`. The company also uses subdomains such as `service.celtixtech.com` and `it.celtixtech.com` in certain addresses (for example, `administrator@service.celtixtech.com`). These two subdomains also need to be registered with Druide.

You can add a domain name by following the steps below:

- From your organization’s Client Portal (A), open the **Settings** tab (B).
- Select **Domain names** from the list of sections (C).
- Click on **Add...** (D).
- Enter the domain name, include the subdomain, if necessary, and then click **Save**.

The screenshot shows the Client Portal interface. At the top, there is a blue header with the 'Client Portal' logo and navigation links for 'Your space' and 'Celtix Tech' (marked with a blue circle 'A'). On the right, there are links for 'DOCUMENTATION', 'SUPPORT', and 'EN'. Below the header is a navigation bar with 'Celtix Tech' and tabs for 'Summary', 'Downloads', 'Users', and 'Settings' (marked with a blue circle 'B'). The main content area is titled 'Settings' and has two sections: 'Domain names' (marked with a blue circle 'C') and 'Visual appearance'. The 'Domain names' section contains a heading 'Domain names' (marked with a blue circle 'D'), a paragraph explaining the importance of registering domains, and a link to the 'deployment process for Antidote Web'. At the bottom, there is a text input field containing 'celtixtech.com' with a help icon, and a 'Validate...' button with a dropdown menu icon.

The instructions for verifying the domain name will then appear on the screen.

Step 1 — Access your DNS records

- Log into your domain host account.
- You can access your domain's DNS records on a page that is usually called either DNS Management, Name Server Management, Control Panel or Advanced Settings.
- Select the option to add a record.

Step 2 — Register the verification code

- Choose to add a TXT record.
- In the Name/Host/Alias field, enter @ or leave it empty. Your host may ask you to enter your domain in this field. If need be, consult your other DNS records to see what you need to enter in the field.
- In the TTL (Time-to-Live) value field, enter 86400 or leave the default value.
- Copy the validation code from the instructions in the Client Portal and paste it in the Value/Answer/Destination field.
- Save the record. If you are shown a warning message about changing your DNS settings, you can ignore it. A new TXT record does not affect your website or your DNS settings.

Once you have completed these steps, click **Validate**.

Note — If you can't find the location of your DNS records, contact your website's hosting provider.

3 STEP 2 — CREATING ACCOUNTS

ROLES

When you can create accounts, you can assign three roles to your new users:

- Administrator
- Technician
- User (basic)

Tip — *User* is the recommended role to assign to those you only wish to grant access to Antidote Web.

Note — A user's role and their access to Antidote Web are independent of each other. You can create users of all roles without giving them access to Antidote Web.

PRIVILEGES

Please see the table below to choose and assign the appropriate role.

Privileges	Administrator	Technician	User (basic)
Create and manage administrator accounts	✓		
Create and manage technician accounts	✓		
Create and manage user accounts	✓	✓	
Grant access to Antidote Web	✓	✓	
Access documentation	✓	✓	✓
Subscribe or unsubscribe to Druide's newsletter	✓	✓	✓

CREATING ACCOUNTS

You can create accounts in the following three ways:

- **Manual creation** — This option allows you to add accounts on an individual basis. Enter a user's first name, last name and email address.
- **Creation by invitation** — This option allows you to add multiple accounts using users' email addresses. It's the best way to create a dozen or so accounts in one shot. The invitation messages will be sent immediately.
- **Creation by import** — This option allows you to add accounts by importing a list, thus allowing you to easily create a large number of accounts. Sending the invitation email requires an additional step.

Manual creation

You can add an account with the following steps:

- Open the **Users** tab (A) in your organization's Client Portal.
- Click on the **Add users** button (B).
- Select **Create a new user** from the drop-down menu.
- Fill out the form.
- Check the box if you wish to send an invitation immediately.
- Click on **Add**.

Note – The *Role* menu will be greyed out for technicians, since they can only create regular user accounts.

Tip – The optional field *Account ID* allows you to link an ID of your choosing to the account, such as a permanent code or an employee number.

The screenshot shows the 'Users (18)' page in the Client Portal. The 'Add users' button (B) is highlighted, and its dropdown menu is open, showing options: 'Create a new user...', 'Invite users by email...', and 'Import a list...'. The 'Users' tab (A) is also highlighted in the navigation bar. Below the navigation bar, there are filters for 'Filter by name or email', 'All roles', 'All types of account', 'All access to Antidote Web', and 'File'. A table lists users with columns: USER, ROLE, ACCOUNT TYPE, ANTIDOTE WEB, DATE OF CREATION, and LAST LOGIN. Two users are listed: Jules Fortin and Oscar Lavoie, both with roles of 'User' and account types of 'Organization'. Their last login status is 'Ready for invitation'.

USER	ROLE	ACCOUNT TYPE	ANTIDOTE WEB	DATE OF CREATION	LAST LOGIN
Jules Fortin jules.fortin@celtixtech.com	User	Organization	English + French	2 minutes ago	Ready for invitation
Oscar Lavoie oscar.lavoie@celtixtech.com	User	Organization	English + French	2 minutes ago	Ready for invitation

Creation by invitation

You can add one or more accounts in one shot with users' emails. Those invited will fill in the missing information themselves. To do so, take the following steps:

- Open the **Users** tab (A) in your organization's Client Portal.
- Click on the **Add users** button (B).
- Select the **Invite users by email** option in the drop-down menu.
- Enter the email addresses of the people you wish to invite and separate them with commas.

- Select the options to assign users their role and link them to a subscription.
- Click on **Invite**. The invitation emails will then be sent automatically.

Note — The *Role* menu will be greyed out for technicians, since they can only create regular user accounts.

Tip — To create a large number of accounts by assigning an Account ID, we recommend that you use the import function.

Creation by import

Importing accounts allows the bulk creation of users from a list. This function can only be used by administrators and technicians. It is particularly useful for educational institutions that wish to provide hundreds of people with access to a product.

File templates

Begin by [downloading the file templates](#) in Excel or CSV format. These can also be accessed by clicking on **Add users** (B) and selecting **Import a list**. You can change the order of the columns, but the headers must not be modified: the system uses the name of each column to determine the type of content in its cells. The import file must contain the following headers:

	A	B	C	D	E	F	G	H	I
1	Account ID	First Name	Last Name	Email	Antidote Web	Language	Role	Remove?	Delete?
2									
3									
4									

Here is some information on filling in the file:

- **Account ID** (optional) — An account ID can only be assigned to an account for an organization. It must consist of alphanumeric characters. You can use it to link a unique identifier to the account such as a permanent code or employee number.
- **First Name** — This field must consist of alphanumeric characters (50 maximum).
- **Last Name** — This field must consist of alphanumeric characters (50 maximum).
- **Email** — This field must consist of alphanumeric characters (100 maximum) in the format of a valid email address.
- **Antidote Web** — This field is used to grant access to a subscription using one of the following values:

Subscription

Value to enter

Antidote Web — English

english

Antidote Web — French

french

Antidote Web — Bilingual

bilingual

If the cell is left empty or contains an invalid value, the account will be created without access to Antidote Web.

- **Language** — This field is used to set a user's language of correspondence. To enter a language, use the value "en" for English or "fr" for French. If the cell is left empty, the language chosen by the person responsible for the organization will be set by default.
- **Role** — This field is used to indicate which of the [three roles](#) a user is assigned. It contains one of the following values: "administrator", "technician" or "user". If the cell is left empty, the default value "user" will be assigned.
- **Remove?** and **Delete?** — These fields are used to edit the list of users as part of an [update by import](#). Leave these cells empty or enter "no" to create new users.

Importing a list

Once your import file is ready, follow the steps indicated below to upload your data using the **Users** tab (A) in your organization's Client Portal.

- Click **Add users** (B).
- Select **Import a list** from the drop-down menu.
- Click **Choose a file** and select your list.
- Click **Process the data** to begin importing.

You will receive an automatic email informing you of the outcome of the import operation once the data has been processed. If the list is very short, your report may be accessible directly in the interface within a few seconds. Once the import is finished, you can proceed to the next step of [sending invitation](#).

4 STEP 3 — SENDING INVITATIONS

Once the accounts have been created by import, you can send users an invitation by email so that they can access their Client Portal or Antidote Web.

The operation can be completed in the following simple steps:

- Open the **Users** tab (A) in your Client Portal's organization
- Check the boxes of the users you wish to invite (B). Use the search field or the filters under the title to make it easier to select users.
- Click on the **More** button (C) then select **Send invitation email** (D).

The screenshot displays the 'Users (18)' management page in the Client Portal. The interface includes a top navigation bar with 'Client Portal', 'Your space', and 'Celtix Tech'. Below this, there are tabs for 'Summary', 'Downloads', 'Users' (marked with 'A'), and 'Settings'. The main content area shows a list of users with columns for 'USER', 'ROLE', 'ACCOUNT TYPE', and 'ANTIDOTE WEB'. A search bar and several filters are present above the list. A 'More' button (marked with 'C') is open, showing a dropdown menu with options: 'Edit information...', 'Assign a role...', 'Manage access to Antidote Web...', 'Send invitation email' (marked with 'D'), 'Remove...', and 'Export list'. Two users, 'Jules Fortin' and 'Oscar Lavoie', have their checkboxes selected (marked with 'B'). The 'Oscar Lavoie' user has a 'Ready for invitation' status.

USER	ROLE	ACCOUNT TYPE	ANTIDOTE WEB
<input checked="" type="checkbox"/> Jules Fortin	Technician	Organization	None
<input type="checkbox"/> Oscar Lavoie	User	Organization	None

Invitations, like the one below, will be sent immediately.

Celtix Tech is Giving You Access to Antidote Web



Hello,

Celtix Tech has chosen Antidote to help your community write high-quality texts.

Antidote Web, the cloud edition, offers Antidote's three renowned tools: the corrector, the dictionaries and the guides. The main difference is that these tools will open in a Web browser instead of Antidote 10's usual windows. This way, Antidote Web can be run from any computer with a browser and Internet access.

To access Antidote Web, click **Accept**. You will then be asked to choose a password to finalize the creation of your account. If you already have a Druide account with this email address, just enter your password.

Accept

⚠ If the link above does not work, the invitation has expired or access has been revoked by your organization. In that case, **do not reply to this message**. Instead, contact your organization's IT services.

Sincerely,

The Druide Team



Antidote Web Startup Guide

Get the essentiel in a 5-minute read!

LEARN MORE >

antidote.info | typingpal.com | webelixir.net | editionsdruide.com

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[Display this email in your browser.](#)



5 OPTIONAL STEP — INTEGRATING ANTIDOTE WITH OTHER SOFTWARE

On a computer, it is possible to add connectors to integrate Antidote Web with a variety of software, including the applications of Microsoft Office suite. The integration has a major advantage: changes made in the corrector automatically apply to the text in the software you are using to write. No need to copy-paste!

Connectors are added locally on a computer, using our utility called **Connectix**. The operation can be performed by the user themselves if they have administrator rights.

The instructions are detailed in the [Antidote Web Startup Guide](#).

Notes

- It is not possible to add connectors on phones and tablets.
- Antidote Web does not include *Anti-Oops!* technology, which is used to automatically check emails before they are sent.