



DiCentra FAQs – 10

Updated 22nd January 2020

Separating Data for Several Organisations

Question: I am competition organiser for several organisations that are licenced users of DiCentra. Their competitions are all listed together in DiCentra's competitions drop-down on my machine. Is there a way to separate them so that only one organisation's competitions are shown at a time?

Answer: Yes, it is possible. The best way to do this is to set up additional Windows accounts on your computer for each organisation.

Example: You are organiser for your club competitions (Brow Camera Club - BCC) and for your local federation (A Photographic Federation - APF). Because your club has more competitions than APF you might decide to keep BCC's competitions in your main login account for convenience and create a new Windows account for APF. By separating them in this way, not only will APF's competitions be kept separate, but their DiCentra Preferences will be separated too, allowing different banner screens and other customisations to be used.

In the following we will assume that you have already been using DiCentra for both organisations on your main Windows account, so you will already have the DiCentra application and the credentials for both organisations. We will also assume you are using Windows 10.

There are three main steps:

- Create a new Windows account.
- Set up DiCentra on the new account.
- Move any relevant existing competitions from your existing account to the new APF account.

New Windows Account

1. Type 'Users' into the Windows search box at the left of the task bar.
2. Select **Add, edit or remove other users** and the *Family and other users* dialogue will open.
3. Under *Other Users* click **Add someone else to this PC**
4. Click on **I don't have this person's sign-in information**
5. On the next screen click on **Add a user without a Microsoft account**
6. Then enter a username e.g. **APF** in this case, together with a **password** and three mandatory **'In case you forget your password'** questions and answers.
7. Your account should now be created.

DiCentra on New Account

You will need the DiCentra credentials for the licence you intend to use with this Windows account. The credentials were sent in an email message when the licence was purchased and consist of a zipped licence image, a username and key and possibly a PEX key too.

1. Log into the new account. It will take a while setting things up and you will be asked a few customisation questions.
2. The DiCentra shortcut icon should appear on the desktop.
 - a. If not, bring up the Windows Start menu (click on icon at left of the task bar).
 - b. Scroll down to the 'D' section and expand the section.
 - c. Right-click on DiCentra 4.13 (or latest version) and then hover the cursor over More and click on Open file location.
 - d. In the folder that opens, copy the DiCentra 4.13 shortcut to the desktop.
3. Copy the licence image zip file to the desktop and unzip it. It is best if you have the licence email message as a file on the desktop too.
4. Start DiCentra and when it has initialised click on Help > Install Licence.
5. Copy and paste the username and key (and PEX key if licenced) into the form that appears. Click OK.
6. You will be asked to identify the licence image. Do so and click OK and DiCentra should now be showing the licence image.
7. You are ready to create new competitions or import earlier ones from your other account.

Move Competitions to New Account

Rather than using memory sticks or other external devices to copy files between the two Windows accounts it is quickest to copy files from one account to the Public > Documents folder and then log into the second account and copy them from there to wherever they are needed.

1. Log back into your original account and start DiCentra.
2. Use File > Export ... and select Preferences and Everything.
3. Now look down the list of Eligible competitions and select those that belong to the organisation whose account we have just set up. In this case it would be those for APF.
4. Click Export ... and select Public > Documents and click Make New Folder in it. Click OK.
5. Once the export has finished you need to log into your APF account and run DiCentra.
6. Use File > Import ... and select Public > Documents > New Folder when prompted. Click OK.
7. On the next dialogue, select Preferences and Everything and then click Import.
8. When this has finished your APF account is now set up.

You probably should now tidy up your other account to remove the APF competitions so that only BCC competitions remain. This is tedious as each APF competition needs to be deleted individually from the competitions list. Only BCC competitions will be added in future, so you may decide to save time by leaving the APF ones alone – just remember to only use the APF Windows account for APF competitions from now on.

(The folder Public > Documents > New Folder is a backup of APF's competitions, and you might want to move/copy them somewhere safe as backups.)

If you do want to remove the APF competitions leaving just BCC competitions:

9. Log into your original Windows account.
10. In DiCentra, select the first APF competition in the Competition drop-down.
11. Use Setup > Delete Competition and click OK when asked about deleting rules and the competition data.
12. Go back to step 10 and repeat until all APF competitions have been deleted.

