

## PORT COMMUNITY SYSTEM

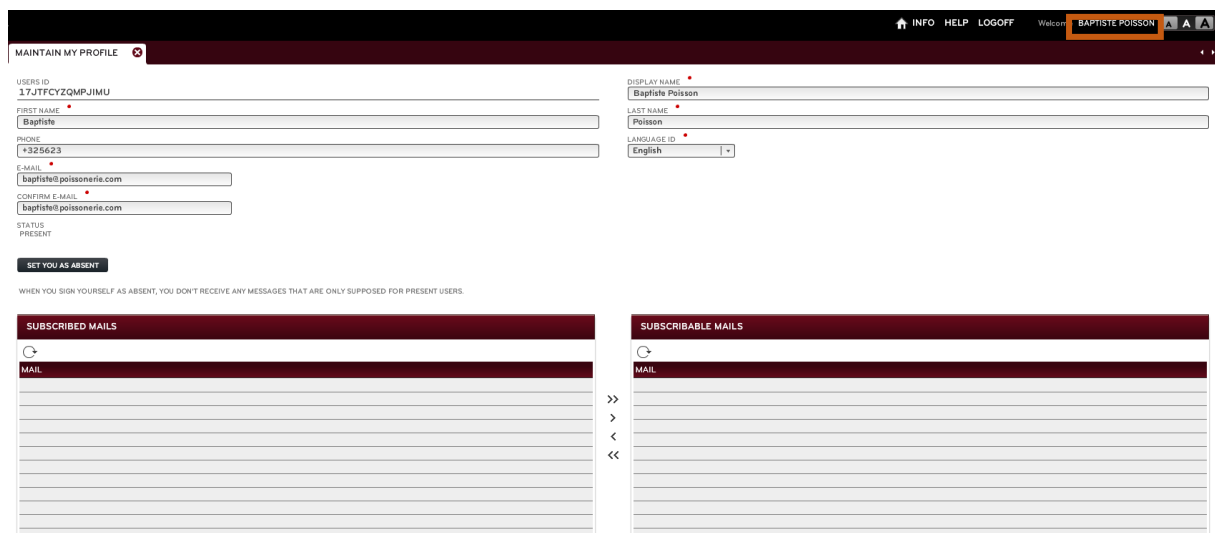
### Application and users management - changes from March 8, 2017

#### 1. Situation until March 8

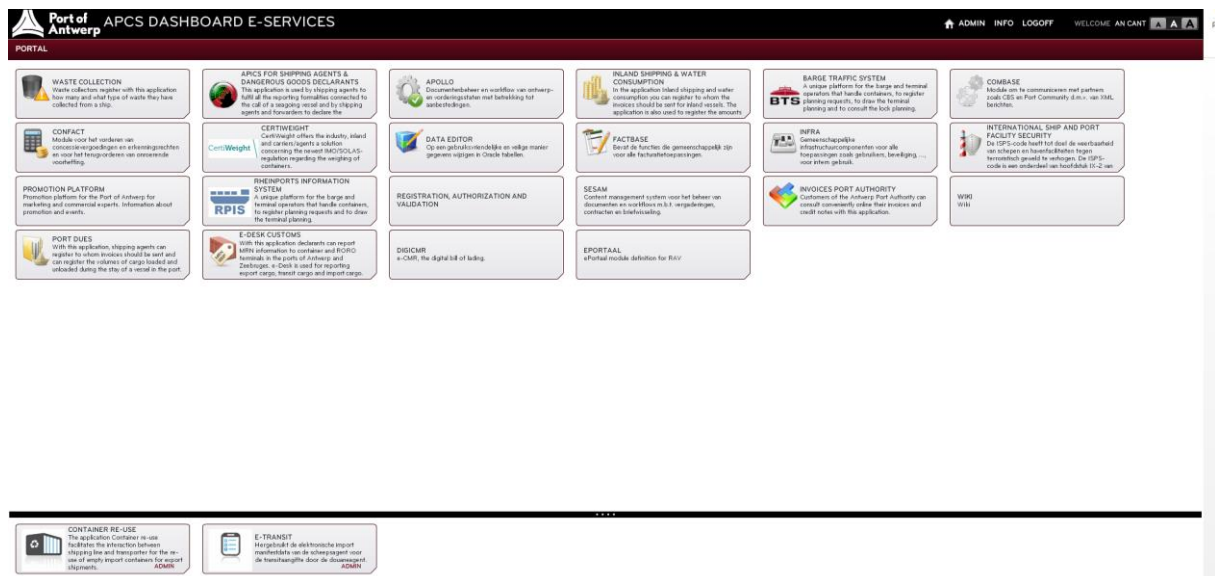
Until March 8, in all APCS applications, via the module MY COMPANY PROFILE, company administrators can manage certain settings regarding the APCS application: management of the users and user roles, management of the company activities within the application and, in some cases, of the application codes. You can find this module in the left menu of the application:



In addition, each user can, until March 8, by clicking on his name in the top right corner of the application, navigate to the page MAINTAIN MY PROFILE. From this page, the user can manage his personal data and he can subscribe to automatic e-mails that are sent from the application:



Until March 8, via the APCS DASHBOARD E-SERVICES, you can navigate to your applications and you can register for additional APCS applications:

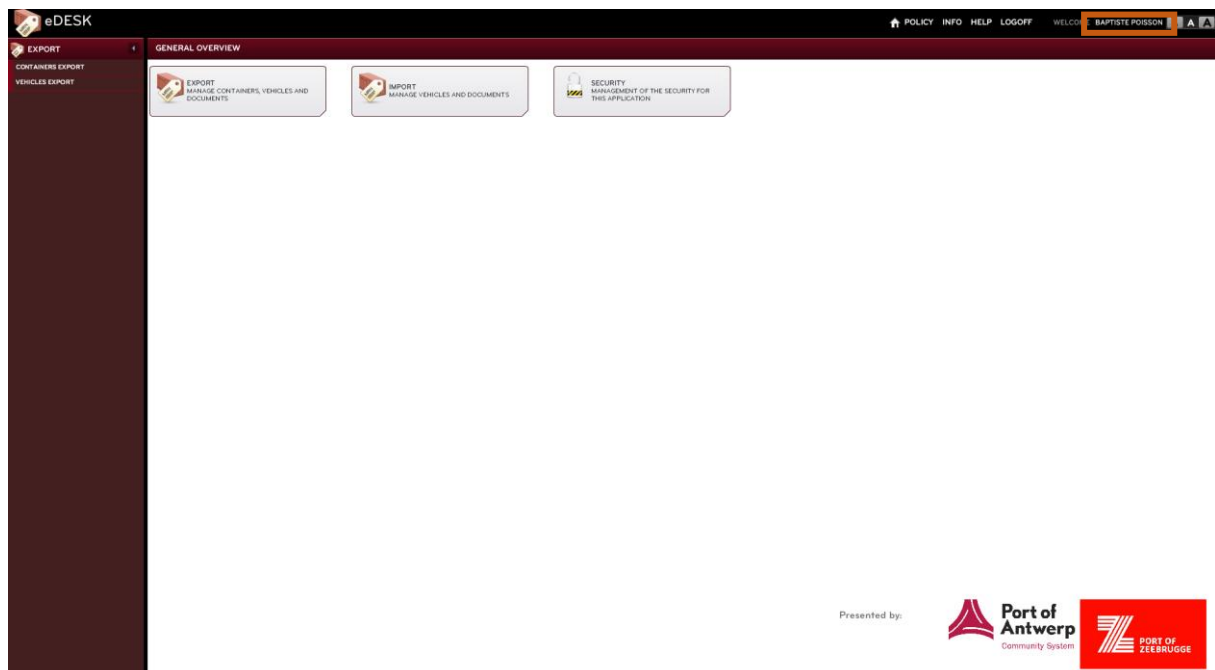


## 2. Situation from March 8 - new module APPLICATION AND USERS MANAGEMENT

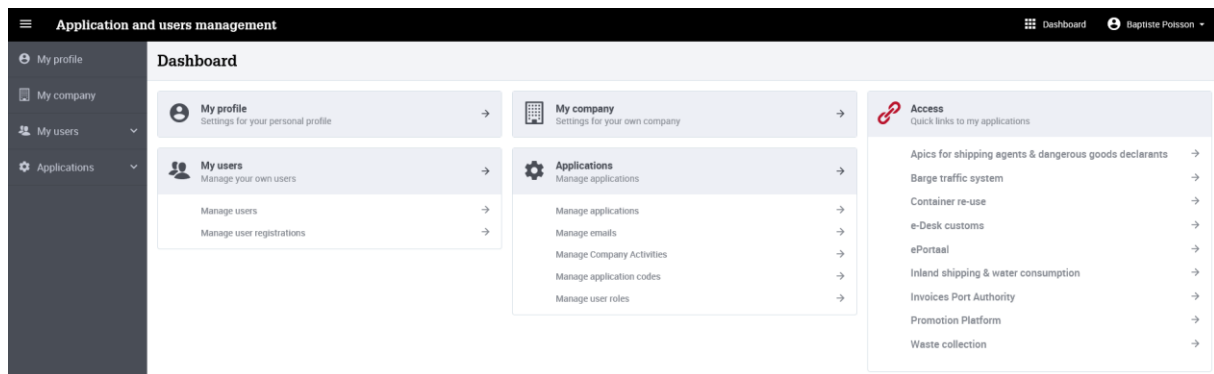
From March 8, a new module comes into service, called APPLICATION AND USERS MANAGEMENT.

This module replaces the module MY COMPANY PROFILE, the screen MAINTAIN MY PROFILE and the APCS DASHBOARD E-SERVICES.

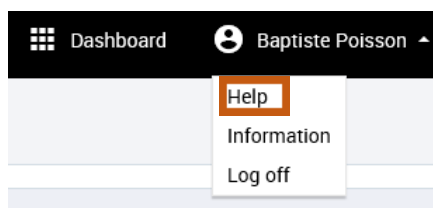
From March 8 in the afternoon, the module APPLICATION AND USERS MANAGEMENT will be available by clicking on your name in the upper right corner of every APCS application:



You will be redirected automatically to the module APPLICATION AND USERS MANAGEMENT:



If you want to learn more about the functionalities in this new module, you can consult the manual, which is available by clicking on your name in the upper right corner of the module, and then by clicking on the HELP button:



### 3. New features in the module APPLICATION AND USERS MANAGEMENT

In the module APPLICATION AND USERS MANAGEMENT, some new features are available:

#### 1) *Change your password and your user name easily*

In the module APPLICATION AND USERS MANAGEMENT you can easily change your user password and user name via the tab MY PROFILE.

#### 2) *Users within your company can request access to an APCS application of which you are the company administrator*

From March 8, every user can request access to APCS applications that are already used within his company. In that case, the company administrators of the APCS application will receive an e-mail to notify them that a new user has requested access. Via the module APPLICATION AND USERS MANAGEMENT, in the tab MANAGE USER REGISTRATIONS, the company administrator can accept or reject the registration.

#### 3) *User roles can be assigned immediately after creating a new user*

Before March 8: after a company administrator created a new user for his company, he had to wait until the new user activated his account, before he could assign user roles to the user.

From March 8: With the new module, APPLICATION AND USERS MANAGEMENT you can assign user roles to a new user, immediately after creation of the new user.