e-Desk 3.5
Quick User Guide

October 2022, APCS

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e-Desk

1. General interface changes

The interface for the 'e-Desk' application has been redesigned.

All features and functionalities that were present in the older version are still available. What has changed is the lay-out of the application.
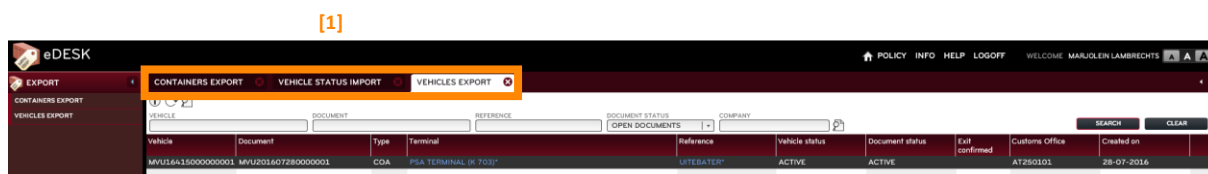
This document will help you to find your way around this new lay-out.

Please visit the website at: https://my.portofantwerp.com/
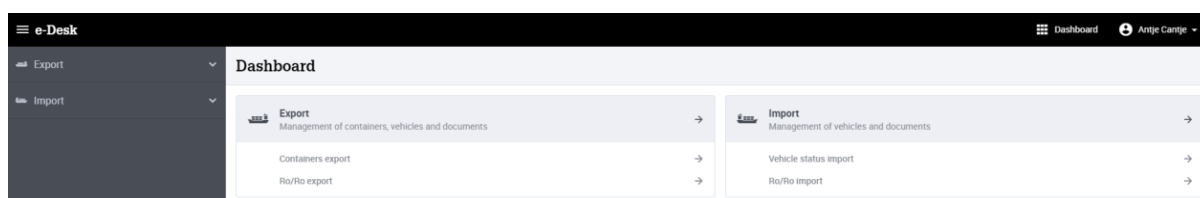

1.1. Tabs

The old version of e-Desk worked with different tabs within the application [1].

[1]

This is no longer the case in the new system (HTML5 version). However, you can open different tabs in your browser. You can then place these tabs next to one another, or open them in different windows. This method allows you to work without switching back and forth between tabs. Now, all tabs remain visible.

1.2. Splitting the screen horizontally – vertically

In the old version of e-Desk you opened detail screens at the bottom of the screen [1]. In the new version, you will open the detail screens on the right side of your screen [2].
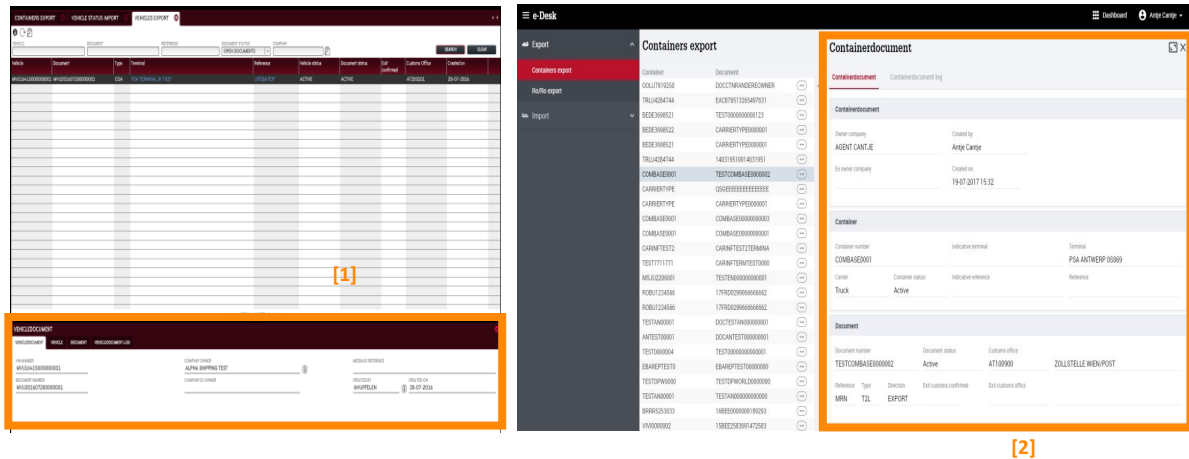
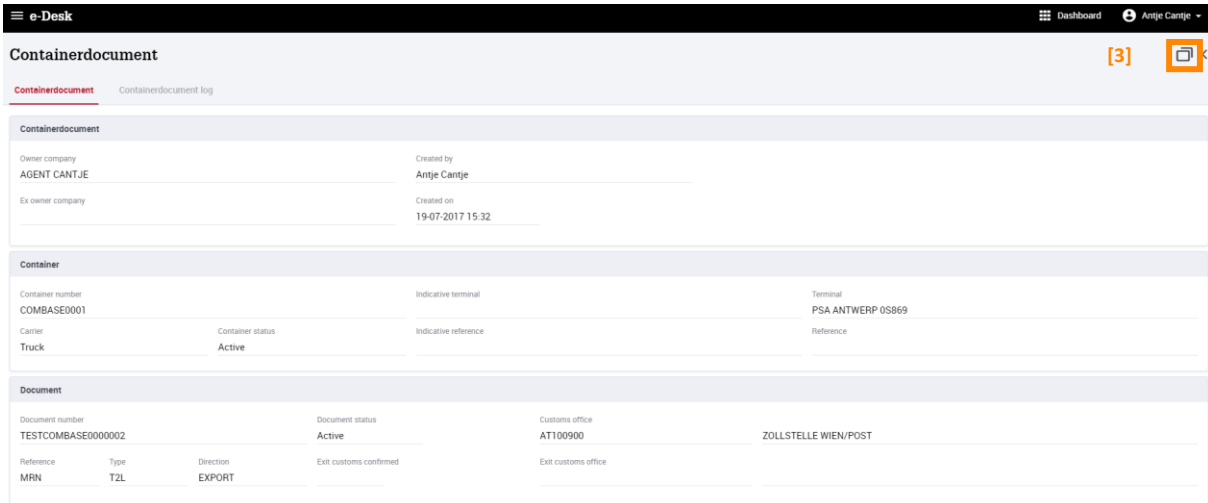## 1.3. Detail screen: full screen mode

Click on ⬓ at the top of your screen to display the whole detail window over the full width of your screen[1]. You can close and re-open the navigation menu on the left side by clicking on the ☰ [2] button.
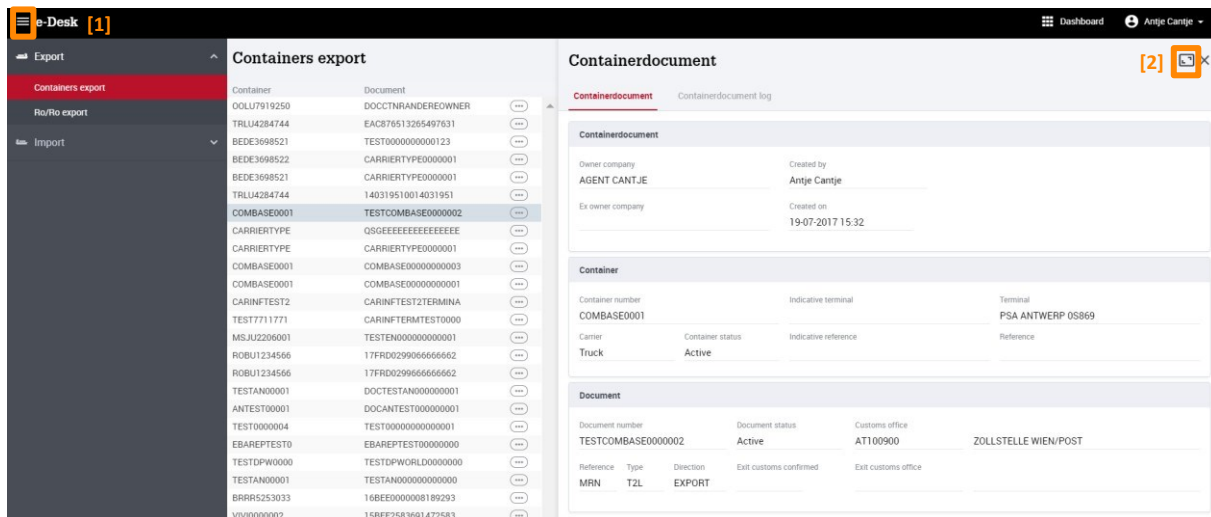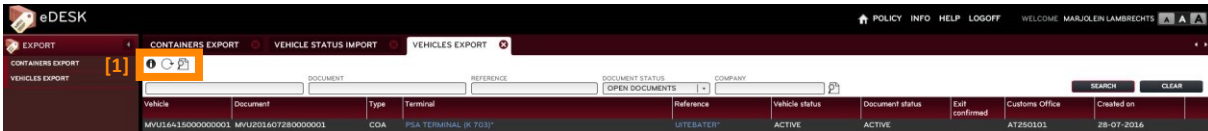
Click on ⬚ to return to the separate detail screen from this full screen mode [3].
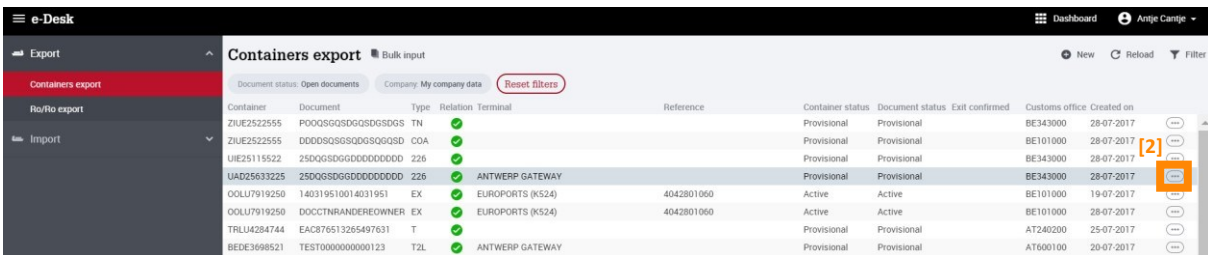

1.4. Information or action for selected row

In the old version of e-Desk, you used the action buttons at the top of the screen to retrieve additional information, or perform actions or edits for a specific row [1].


In the new version, these buttons are integrated in the row where you wish to perform an action. You can access these options by clicking on the ellipsis button [2].

When you click on the button you will open a drop down menu with all the actions you can perform or the information you can retrieve [3].
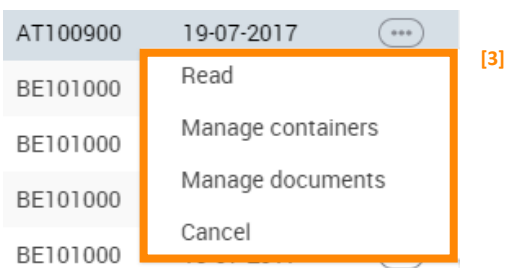
You can also open a detail screen by clicking on the line [4]. If available – if you have the necessary rights and the information can be edited – you can edit the information on the detail screen using the pen icon ✎ [5].
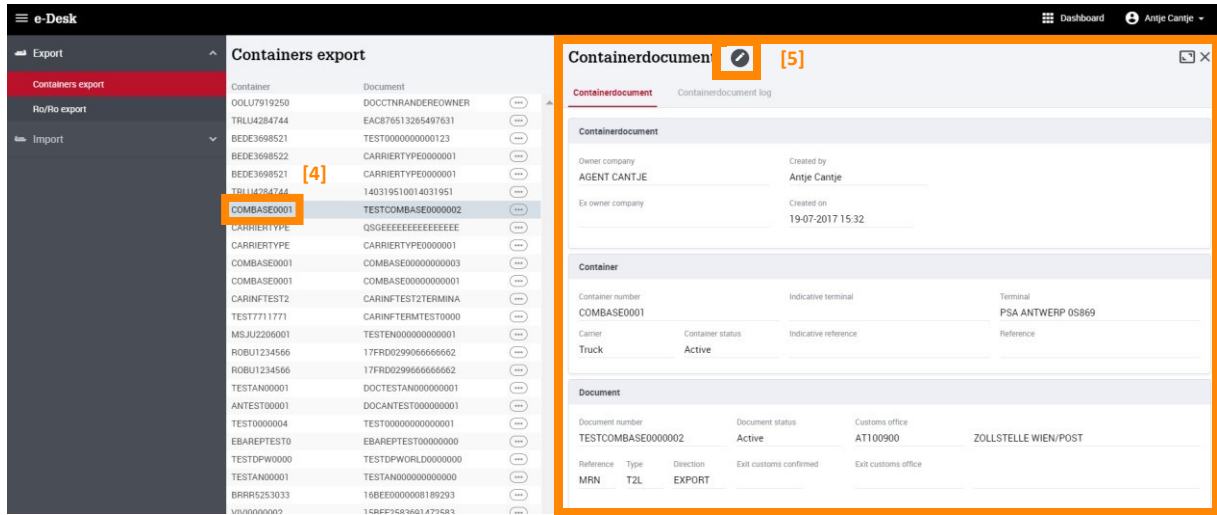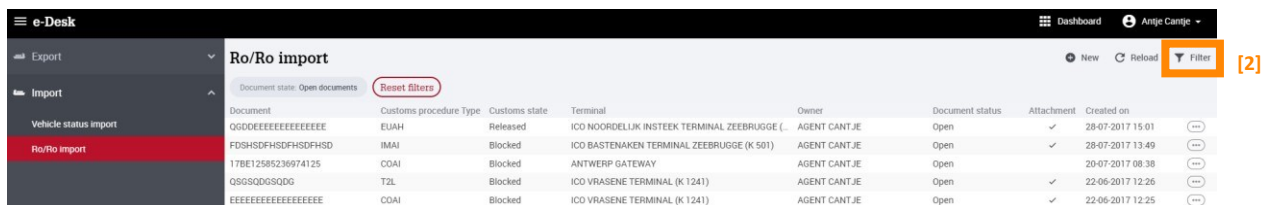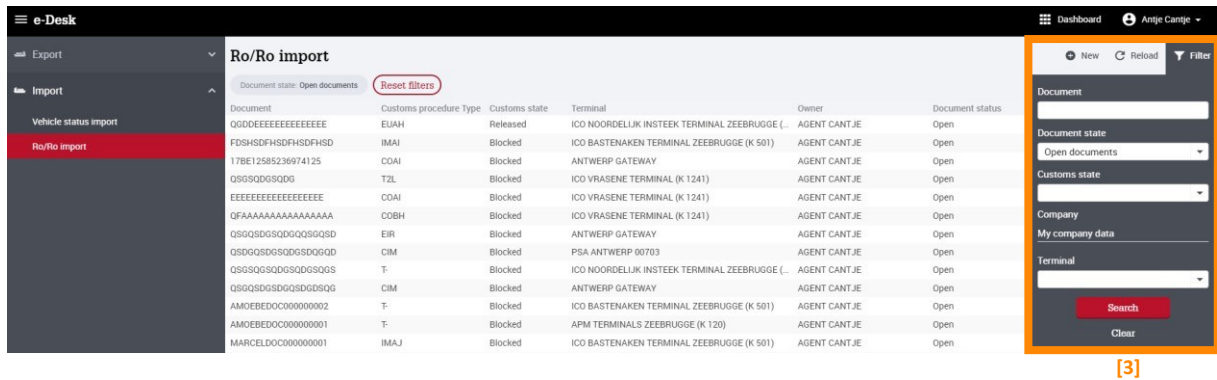

1.5. Filtering a list

Every screen can be filtered. The filtering options depend on the screen where you want to filter.

In the old system, the filters were at the top of the screen [1].

You open a filter in the new system by clicking on the filter icon at the top right of your screen [2].
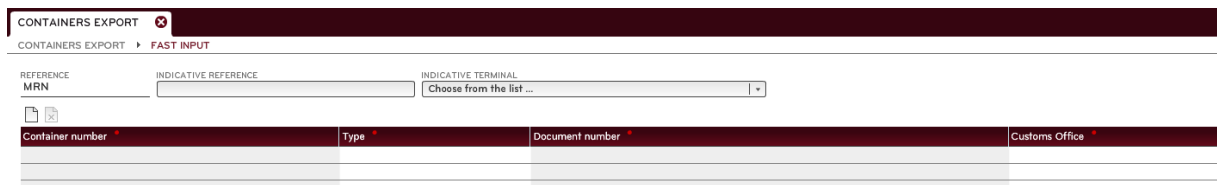

It opens a new window with all the parameters you can use for filtering [3].

1.6. Quick input

Just like with the old version of e-Desk, you can now quickly and easily also add one or more documents.

In the new version you will click on the 📄 Bulk input button to go to the input screen. This button is located at the top of the overview list of vehicles or containers.[1]

There are two methods for adding data in bulk:

- Manual: Fill in the required fields for one row. Click on the ⊕Add button to add additional rows. You can also use the Tab key.

- Copy-paste from Excel or Word: Activate the grid by clicking on the CONTAINER NUMBER field and add the information using copy-paste.

Rapid input Return to overview

Reference
MRN

Indicative reference

Indicative terminal

⊕ Add

Container number *

Type *

Document number *

Customs office *

Just like with the old version, it is important that the copied columns are in the same sequential order as the 'rapid input' screen. The 'type' and 'customs office' fields must also contain valid values, as configured in e-Desk. Lastly, the copied columns must not contain any blank cells or spaces.

2. User and company information

In the old version of e-Desk you could view and, if necessary, edit your personal information by clicking on your name [1] [2].

[1]

[2]

In the new version, you can no longer view and edit that information directly in the e-Desk application. A new application has been built for that purpose – Application and User Management – in which this information is maintained for every application offered by APCS.

In e-Desk (or any other APCS web application) you can go to Application and User Management by clicking on your name at the top of the screen, and then clicking on 'Profile' in the drop down menu [3]. The RAV application will then open in a new tab.

More information about using Application and User management can be found in the Help section of this application.