

# Application and user management – changes from November 2, 2021

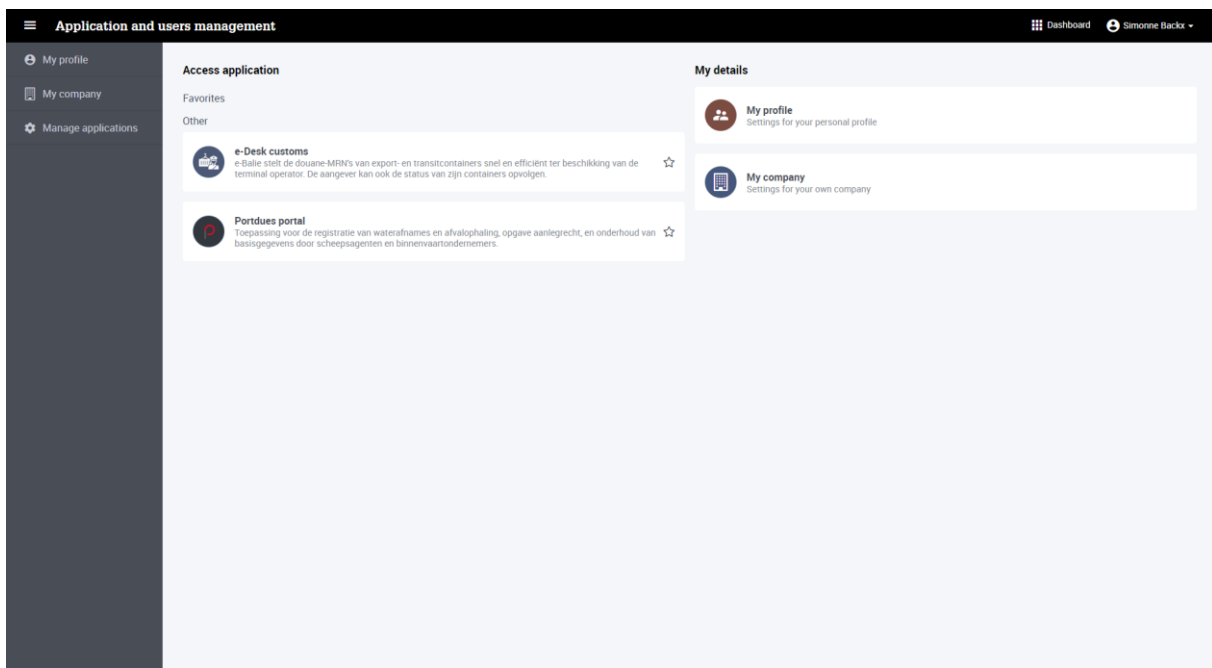
From Tuesday 2 November 2021, a new version of APPLICATION AND USER MANAGEMENT will be put into use. What exactly is changing?

## 1. Renewed design dashboard

What you immediately notice when opening the new *Application and User Management* is the renewed look & feel of the dashboard.

Thanks to this design, access to your C-point applications in the dashboard is even more central than before. It is also possible to indicate favorites in the applications you have access to. The applications that you have indicated as favorites will appear at the top of the overview.

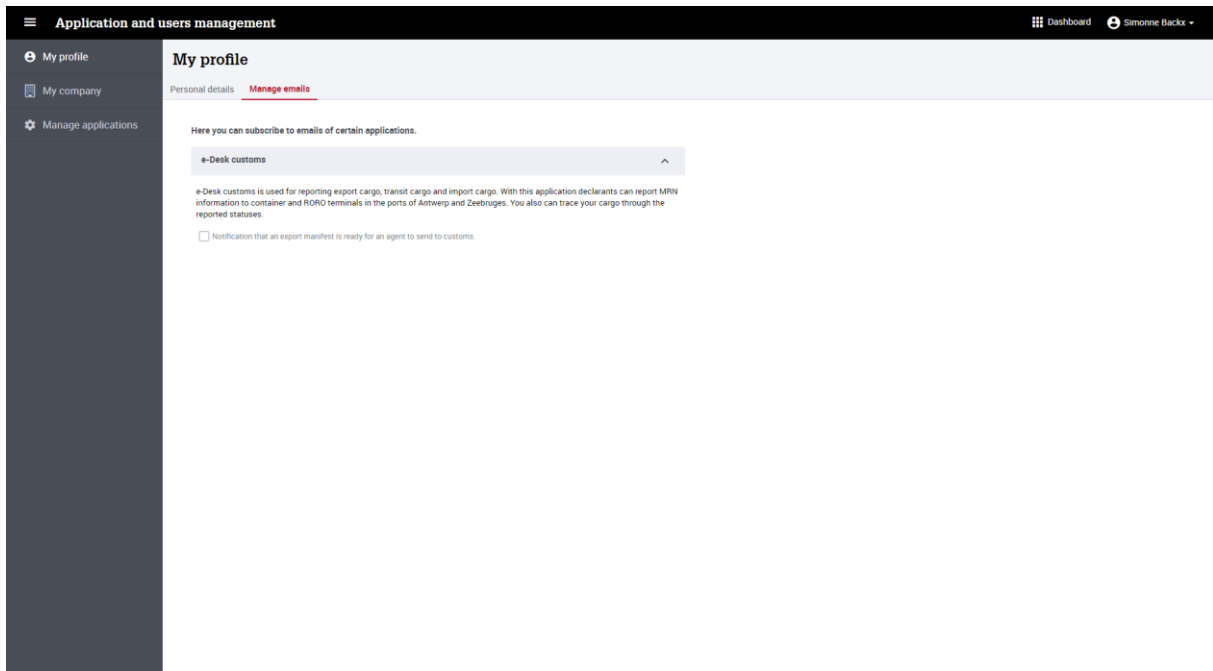
Your profile settings and company details can also be easily consulted from the dashboard.



Specific management functionalities for company administrators have been brought together under the new menu item 'Admin Portal' (see point 6).

## 2. Renewed design detail screens

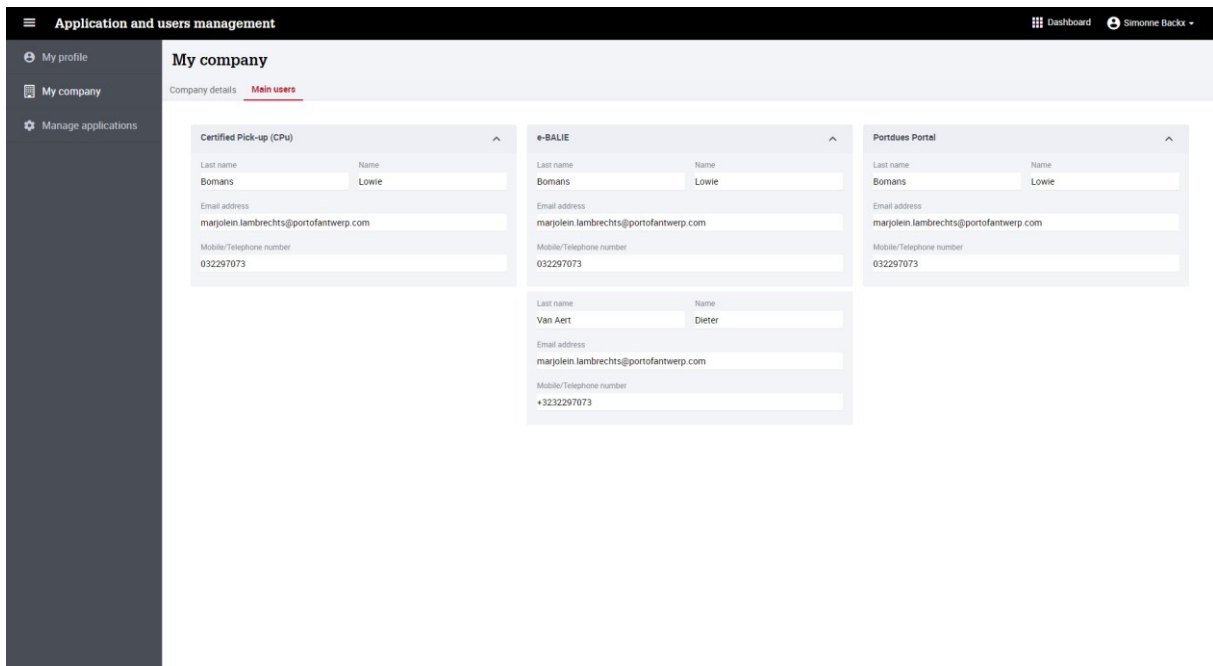
The layout of the detail screens has also been improved. Where all the detailed information of your profile, a user and/or a company was previously visible in the same screen, tabs have been added to the detail screen in the new version. Below grouped detail information is shown.



No more but no less is shown in comparison with the previous version. If you get the impression that you will see less information than usual, keep in mind that the missing data may have been placed under a different tab.

### 3. More transparency about your company administrators

Via the new tab 'Company Admins' under 'My company' you can easily find the company administrators of your company and their contact details per application.



Company administrators can manage users of their company and their application accesses, company activities and/or user roles. The company admins of your company are therefore your first point of contact in case of issues and/or questions.

#### 4. Change of company details by company admin

Until November 2, company administrators can manage their company's users, as well as linked application accesses and requests, company activities, user roles, and application codes.

From 2 November, company admins will also be able to change the company details, with the exception of identification codes such as EORI, VAT, DUNS or APCS. After modification of the company details by a company admin, an e-mail is sent informatively to the application administrator(s).

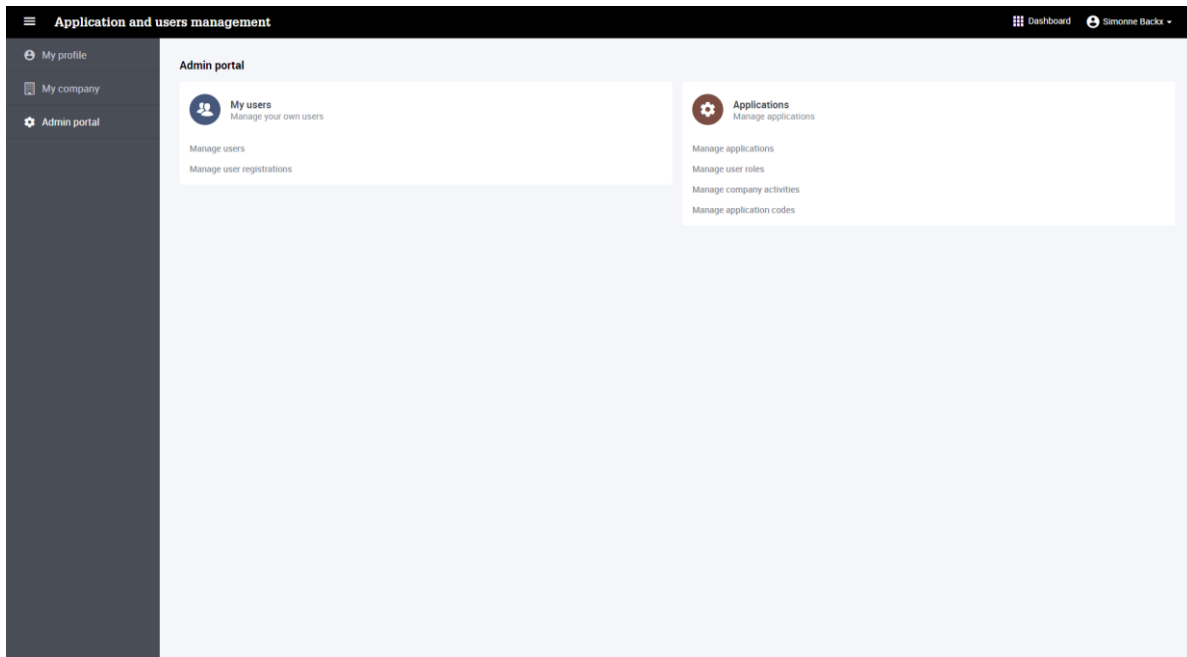
The screenshot shows a web interface for 'Application and users management'. The main content area is titled 'My company' and has two tabs: 'Company details' (active) and 'Main users'. Under 'Company details', there is a 'Company details' section with a refresh icon. The form contains the following fields:

Name	THUISTEST	
Street and number	Studio 1	
Postal code and city	3000 Leuven	
Country	Mobile/Telephone number	
Belgium	032297073	
Email address	test.user@portofantwerp.com	
VAT number	EORI number	
	BE0314595348	
DUNS number	APCS code	
	ZE0463	

Noticed something wrong with the data?  
Contact the helpdesk: [support@c-point.be](mailto:support@c-point.be)

#### 5. Introduction 'Admin Portal'

We have bundled all management functionalities for company administrators under the new menu item 'Admin Portal'. Nothing has been changed about the functionalities themselves.

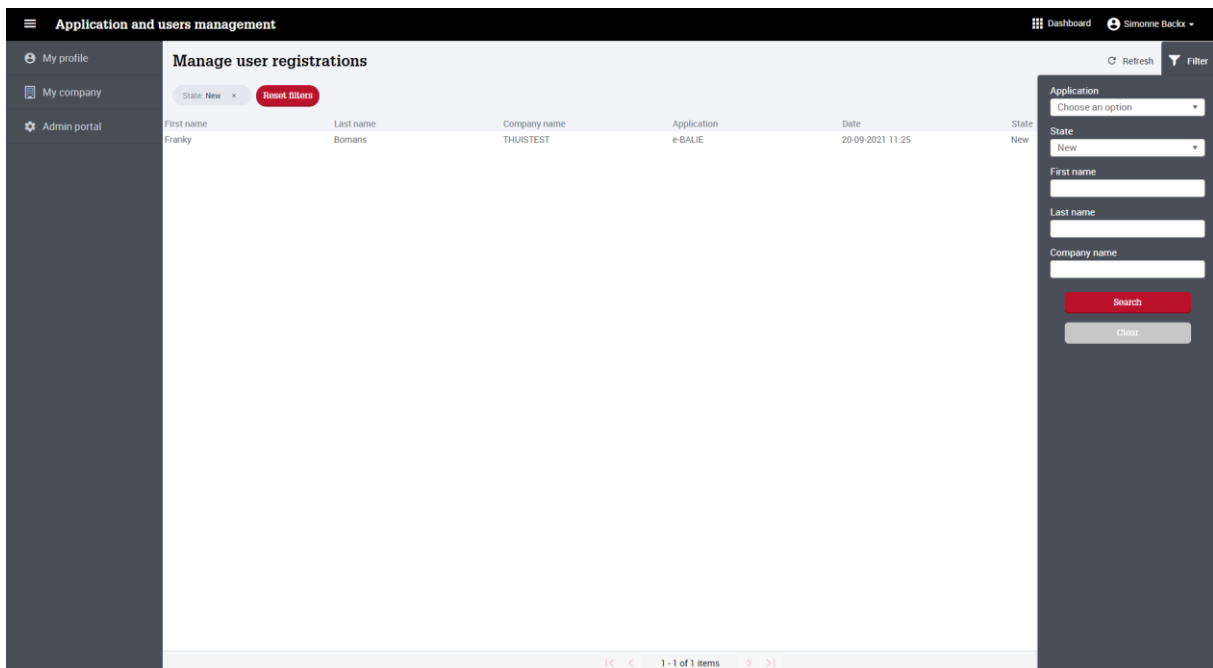


## 6. Extensive filtering in overview user registrations

To make it easier for company administrators to search for specific user registrations, the filtering on the overview page in the new version is expanded.

Until 2 November, company admins can only filter on the status of the user registration in the overview screen of the user registrations. As a result, detecting a user registration in the list takes a lot of time.

From 2 November, company admins will be able to search for a new or already handled user registration based on application, username, first name and/or last name. The registration status is of course retained as a parameter.



The application remains accessible via <https://my.portofantwerp.com>.

For updated user manuals you can visit our website: [www.c-point.be/downloads](http://www.c-point.be/downloads).

Do you notice that something goes wrong in the application? Do not hesitate to contact [support@c-point.be](mailto:support@c-point.be).