



User manual

Application and users management

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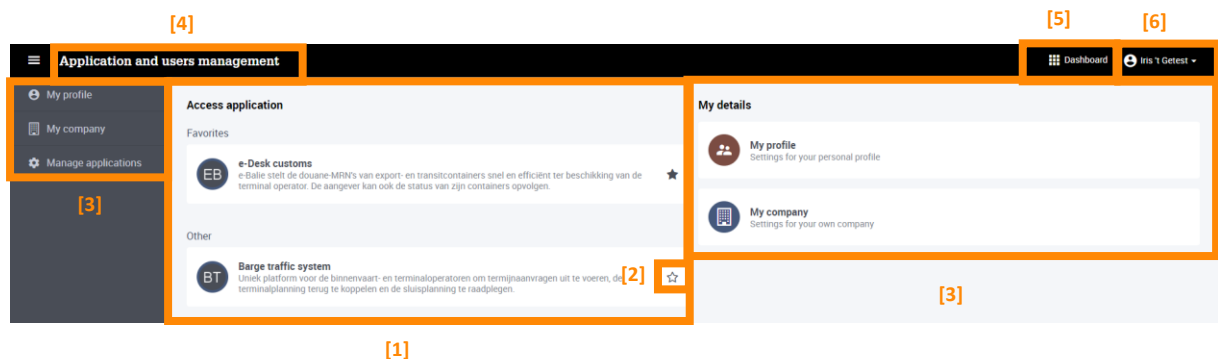
Application and users management

1. Dashboard

The 'Application and users management' application is used to easily access your C-point applications and it also includes your personal and company details.

The dashboard provides quick links to the applications of C-point and Port of Antwerp to which you already have access. [1]

If you have access to more than one application, it can be useful to indicate your most used applications as favourites by clicking on the asterisk. [2] Your favourite applications always appear at the top of the overview.



You can navigate between the different tabs via the menu on the left, or by clicking on one of the tiles on the dashboard. [3]

The following tabs are available for you:

- 'My Profile' - This is where you can manage your personal information.
- 'My Company' - This is where you can find the details of your company, as well as the main users and their contact details.
- 'Manage applications' - This is where you can request access to additional applications.

To return to the main page at any time, click 'Application and Users Management' [4] or 'Dashboard' [5].

To log out, click your name in the upper right corner and then 'log off'. [6]

2. My Profile

Under the 'My Profile' tab [1], you can view your personal details (and change them if necessary) and manage your email notifications.

The screenshot shows the 'Application and users management' interface. On the left, a sidebar contains three items: 'My profile' (selected), 'My company', and 'Manage applications'. The main content area is titled 'My profile' and has two tabs: 'Personal details' (selected) and 'Manage emails'. Under the 'Personal details' tab, there are several fields, each with a pen icon for editing:

- User name**: iris_getest
- Personal details**: A table with two columns: 'First name' (Iris) and 'Last name' ('t Getest).
- Mobile/Telephone number**: +321234567
- Language**: English
- Email address**: marjolein.lambrechts@portofantwerp.com

Under the subtab 'Personal details' [2] you can change your personal information, such as user name, email address and language preference by clicking the pen icon. [3]

The language you specify in 'My Profile' determines the language in which the applications you have access to are listed.

If you change your email address, an email will be sent to the new email address to confirm the modification. As long as this modification has not been confirmed, the old e-mail address will be displayed in the application.

In the 'Manage emails' subtab [4], you can define the situations in or updates for which you want to receive automatic emails from the applications to which you have access. The options shown depend on the applications for which you are registered.

My profile

Personal details [Manage emails](#)

Here you can subscribe to emails of certain applications.

Barge traffic system

A unique platform for the barge and terminal operators to handle planning requests, to draw the terminal planning and to consult the lock planning.

- Send an e-mail when a new terminal is created
- Send email when planning request is declined by terminaloperator
- Send email when planning request is sent late (only for bargeoperators)
- Send email when planning request is sent
- Send email when planning request is cancelled by bargeoperator
- Send email when a late planning request is declined by terminaloperator
- Send an e-mail when a change is made to a schedule that has already been released (only for terminal operators)
- Send an e-mail when a schedule is released manually (prior to automated release) (only for the barge operator)
- Send email when late planning request is sent (only for terminaloperators)
- Send email when a released planning request is updated (only for bargeoperator)
- Send an e-mail when a new ship, created by my company, is approved by port dues administration (only for barge operators)
- Send an e-mail when a new ship, created by my company, is rejected by port dues administration (only for the barge operator)
- Send an email when the planning request is detected as a ghost call.
- Send mail when capacity shortage is detected.

e-Desk customs

With this application declarants can report MRN information to container and RORO terminals in the ports of Antwerp and Zeebrugge. e-Desk is used for reporting export cargo, transit cargo and import cargo. Via e-Desk the declarant can also trace his cargo through the reported statuses.

- Melding dat er een export manifest klaar staat voor een agent om te verzenden naar de douane.

3. My Company

In the 'My Company' tab [1], you can view the details of your company, as well as the main users and their contact details. You cannot change these details.

Application and users management

My profile

[1] My company

My company

[Company details](#) [Main users](#)

Company details

Name
GE-TEST

Street and number
Havenlaan 1

Postal code and city
2000 Antwerpen

Country
Belgium

Mobile/Telephone number
+3231234567

Email address
info@ge-test.be

VAT number
BE 013243546576879

EORI number

DUNS number
ZE1044

APCS code

Noticed something wrong with the data?
Contact the helpdesk: support@c-point.be

Via the subtab 'Main users' [1] you can check who the main users of your company are per application and you will also find their contact details.

The screenshot shows the 'My company' section with two sub-tabs: 'Company details' and 'Main users' [1]. Below are two panels for 'Barge Traffic System' and 'e-BALIE'. Each panel contains a table with columns for 'Last name' and 'Name', and input fields for 'Email address' and 'Mobile/Telephone number'. The data for both panels is identical: Last name 'Tester', Name 'Tess', Email address 'tess_tester@ge-test.be', and Mobile/Telephone number '+321234567'.

A main user can manage application accesses and users of your company and is therefore your first point of contact in case of questions about this.

4. Manage applications

In the 'Manage applications' tab [1], you can see which applications you already have access to, and request access to additional applications.

The screenshot shows the 'Application and users management' interface. The left sidebar has a menu with 'My profile', 'My company', and 'Manage applications' [1]. The main content area is titled 'Applications' and contains the text: 'Here you can manage your applications.', 'Applications that you have access to -', 'Applications that your company has access to -', and 'Applications that your company doesn't have access to -'. The top right of the interface shows 'Dashboard' and 'Ins 't Getest'.

All available applications are listed here, categorised according to your access rights:

4.1. Applications to which you have access

This group contains all applications to which you have personal access [1]. A brief description of each application is shown and you can consult for which community you have access to the application.

Applications

Here you can manage your applications.

Applications that you have access to ~

e-BALIE
e-Balie stelt de douane-MRN's van export- en transitcontainers snel en efficiënt ter beschikking van de terminal operator. De aangever kan ook de status van zijn containers opvolgen.
Your company has access to the following communities:
<input checked="" type="checkbox"/> C-point
<input checked="" type="checkbox"/> RX/Seaport

Applications that your company has access to ~

[1]

Applications that your company doesn't have access to ~

For applications that are also linked to another community, you can request additional access for the other community by ticking the community and clicking on 'Request access'. This additional access request is sent to the application administrator of the other community.

4.2. Applications to which your company has access

This group contains all applications to which your company has access. [1]

Applications

Here you can manage your applications.

Applications that you have access to ~

Applications that your company has access to ~

Certified Pick-up (CPU)	Portdues Portal
Certified Pick-up, beveiligd proces om de pick-up van een import container te faciliteren.	Toepassing voor de registratie van waterafnames en afvalophaling, opgave aanlegrecht, en onderhoud van basisgegevens door scheepsagenten en binnenvaartondernemers.
<input checked="" type="checkbox"/> Request access [3]	<input checked="" type="checkbox"/> Request access [2]

Applications that your company doesn't have access to ~

[1]

You can request access to these applications by clicking the red 'Request access' button. [2]

If you request access, the 'Request access' button turns black. [3]

Before you gain access, your request must first be approved by a company administrator of your company (and in case of an access request to another community, by the application administrator of the other community).

4.3. Applications to which your company does not have access

This group contains all applications to which your company does not yet have access. [1]

Applications

Here you can manage your applications.

Applications that you have access to ^

[1]

Applications that your company has access to ^

Applications that your company doesn't have access to ^

Apics Advanced Port Information Control System <input checked="" type="checkbox"/> Request access	Berge Traffic System Verplicht platform voor de containerbinnenvaartsector om slots te boeken op de containerterminals in de haven van Antwerpen. Fill in access request ^	Beschikbaarheidskalender Fill in access request ^
CertiWeight CertiWeight biedt de industrie, inland en rederijen/agenten een totaaloplossing aangaande de nieuwste IMO/SOLAS-wetgeving i.v.m. het wegen van containers. <input checked="" type="checkbox"/> Request access [2]	Container re-use Faciliteert de interactie tussen scheepvaartlijn en transporteur voor het hergebruik van lege importcontainers voor export zendingen. <input checked="" type="checkbox"/> Request access	Descartes Vesselmanager Descartes Vesselmanager Fill in access request ^
FORWARD e-Contracts Fill in access request ^	Fever Fever. <input checked="" type="checkbox"/> Request access	Hakka Fill in access request ^

You can request access to these applications by clicking the 'Request access' button. [2] If the application is also linked to another community, you can request access to that other community at the same time by ticking it.

In this case, the request must be approved by the application administrator of the relevant community.