



# ePortal

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Super user

As a Super User you manage the details of the company. You can add new users and decide which roles every user is allowed to use.

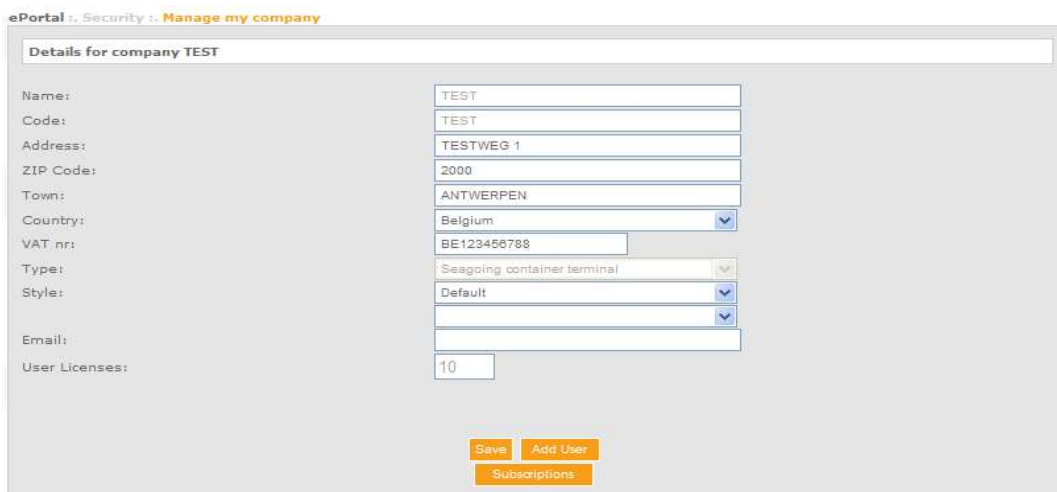
### **Manage my company**

The Super User manages the company's own details. If for example the company moves, the Super User can change the company's address under 'Manage my company'.


→ Click on 'Security', 'Manage My Company'



→ Make the changes you require.

A screenshot of the 'Manage my company' form in the ePortal. The form is titled 'Details for company TEST'. It contains several input fields and dropdown menus for company information: Name (TEST), Code (TEST), Address (TESTWEG 1), ZIP Code (2000), Town (ANTWERPEN), Country (Belgium), VAT nr (BE123456788), Type (Seagoing container terminal), Style (Default), Email (empty), and User Licenses (10). At the bottom of the form, there are three buttons: 'Save', 'Add User', and 'Subscriptions'.

- **Name:** The full name of the company.
- **Code:** This is a code from the PSA system. You cannot and must not change this.
- **Address:** Street and house number
- **Zip code**
- **Town**
- **Country**
- **VAT number:** We use the VAT number as a unique reference to ensure that companies are not created twice.
- **Type:** This is the company type.
- **Style:** You cannot change this.
- **E-mail:** The company's general (info) e-mail address
- **User licences:** The number of users that you can create within your company. Only PSA can change this for you.

If you see the following symbol: , it means that there is something wrong with the information you have typed.

Move the cursor over this symbol to see an explanation of the error.

→ click on 'save'

## ***Manage users***

As a **Super User** you can manage and add user profiles here. In other words, the Super User decides who gets an account within a company.

Click on 'Security', 'Manage Users'



Click on icon 'Add User' to create a new user.



Complete the empty fields as shown below.

**New user information**

Login:  \*

Gender:  Male  Female \*

First Name:  \*

Middle Name:  \*

Last Name:  \*

Company:  \*

Language:  \*

Email:  \*

Roles:  \*

Available roles: Administrator, BARGE MSCHT, Barge Overview, Basic data admin, Basic data common, Basis, Change password

Selected roles:

Buttons: Back, Save, Subscriptions

- **Login:** This is the user name selected by PSA or the Super User.
- **Gender:** Male or female
- **First name:**
- **Middle name:**
- **Lastname:**
- **Company:** This is already completed and can only be modified via 'manage my company'
- **Language:** This is the user's preferred language. You can choose between English, Dutch and French.
- **E-mail:** user's e-mail address
- **Roles:** Here you decide which rights the user has.



A Super User can, at any time, revoke or modify these rights (by clicking on the user's login).

Standard roles:

Following roles are bundled as role basis

- Search container:  
The user can find out whether the container is located at one of our PSA or MPET terminals via 'Search Container'
- Vessel Overview:  
This role can be used to see a list of all ships that visit (have visited) the PSA or MPET terminals.  
This is useful in order to see whether a visit of a ship has been closed and therefore all containers have been unloaded and loaded
- Manage documents redirect:  
= eCounter (link to CPoint)
- View codes  
To check location codes, damages codes (cfr EIR interchange), ISOcodes and IMO labels
- Change Password:  
A user can change his personal password via this item.
- Manage Profile:  
A user can manage his personal profile.  
  
Example: change e-mail address

Super User:

A Super User can add or delete other users.

!! Do not assign the role of 'Super User' to all users !!



Roles for Shipping line agents:

- Trace Container:  
You can call up a detailed container history and print interchanges, via 'Trace Container'.
- Search Orders (BKG, MTI and RLS):  
If these roles are assigned, it is possible to call up and view orders under 'Manage Orders'.
- Manage Orders (BKG, MTO, MTI and RLS):  
BKG: export order (empty out, full in)  
  
MTO: mass upload empty out  
  
MTI: empty in order (also via mass upload)  
  
RLS: release order (also via mass upload)

These roles are necessary to be able to create an order via ePortal.

!!! These roles are only assigned after signature of the ePortal covenant.

- View pincode:  
With this role, you can check the pincodes in the release instructions.  
  
(will only be assigned after request via email)
- Manage SCN:  
To create scanning orders
- Reporting:  
To check reports via ePortal



Roles for Trucking Operators

- Truck overview:  
Truck Appointment Management System (TAMS)

Roles for barge operators

- Barge overview:  
To check and create expected barge discharge and load lists

Roles for rail operators:

- Rail overview:  
To check and create expected rail discharge and load lists

EXTRA!

- 1) You can assign a user several roles by holding down the control key and clicking the required roles. You can only assign the roles that are available to you.
- 2) After you have created a user, you can copy his roles by selecting the name of the person whose rights you want to copy under 'Copy from' from the dropdown menu next to the new user.
- 3) If one of the users has forgotten his password, the user needs to click on 'forgot password'.

After creating a new user, this new user will automatically receive an e-mail with the login details. (For this reason it is very important to enter the user's correct e-mail address).

Below you will find an example of an e-mail that is sent after creating a new user.

The user needs to click on the link in the email and fill in the user name and choose a password. The user name corresponds to the login which the Super User has chosen.

If someone leaves the firm, the Super User is obliged to remove this user from the list. This ensures that person cannot remove data.